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| **Observation** | **Reason/Action** |
| Request for Medication Administration form doesn’t match prescription label or doesn’t match medication recommendation guidelines on packaging | **Do not give medication**. Contact parent or physician immediately for clarification. Orders on prescription labels must be followed unless written order to change dosage, etc. is received from prescribing physician. |
| Nonprescription medication is not brought in its original packaging. | **Do not give medication.** Nonprescription medication must be in the original packaging and must contain name and strength of medication, as well as dosage instructions and expiration date. Contact the parent immediately. |
| Medication is expired | **Do not give medication**. Contact parent immediately to notify them of expired medication and need for replacement of medication. |
| Student vomits medication | Ascertain if medication is visible in emesis. Calculate interval of time between medication given and student vomiting. Immediately contact parent / physician. Re-administer medication if advised to do so by parent/physician and if interval is less than 15 minutes. |
| Medication error is made | Immediately notify campus administrator, Coordinator of School Health, and parent of error**.** Complete medication error form. **If error results in life-threating emergency, immediately call 911**. |
| Controlled substance has not been brought to clinic, counted, or signed in by parent/guardian | **Do not give medication.** Contact parent immediately. Parent must come to clinic to count and sign for controlled substance before medication can be administered. Secure controlled substance in a locked cabinet. |
| Non controlled substance medication does not have a completed and signed Request for Medication Administration form | **Do not give medication.** Contact parent for appropriate signed and completed paperwork. |
| Medication is the first dose of a new medication for student | **Only a Registered Nurse (RN) can administer an initial dose of a new medication.** If the parent/guardian brings the initial dose of a new medication and the nurse is not present, the parent/guardian must administer the medication and observe the student for 20 minutes. |