



## Medication Checklist

- All Medication must be in original container
- All Medication should be stored out of reach of children

Prescribed Medication must have original pharmacy label in tact check the following information.

- Medication name
- Childs name
- Expiry date
- Dosage information
- Time of dose
- Doctors details

Non prescribed Medication must have original pharmacy label in tact check the following information.

- Medication name
- Expiry date
- Dosage instructions

Check the following points are recorded

- Time of last dosage administered.
- The exact time medication is administered by ACI staff.
- Medication form is filled out by parent and complies with pharmacy instructions on label.
- Dosage checked and administered as parent requests.
- Dosage administered by staff, who know the child's identity.
- Ensure medication is returned to the area where medication is stored
- Record time and dosage on medication form.
- Are there any recorded reactions that may occur by administering the medication (side effects etc)
- Any additional comments