

10 steps for giving medication correctly

1. Check the *Medication consent form and record sheet* to confirm that medication is required.
2. Have everything you need to give the medication (e.g., the measuring container, a drink the child might have afterward, tissues) ready beforehand.
3. Wash your hands.
4. Remove the medication from its storage space and read the label. The label should always specify:
 - the child's name,
 - the name of the medication,
 - dosage information,
 - the prescription date (if applicable) and an expiry date, and
 - directions for use (e.g., to shake it well, not to mix it with certain foods or fluids, or not to administer it within a certain time before or after a meal). Follow all instructions.
5. Reconfirm the "**Five Rights**", checking once more against information on the *Medication consent form and record sheet*. Then, measure the medication accurately, using a proper measuring spoon, syringe, dropper or cup. Don't use household teaspoons, which vary in size. Don't use the dropper that comes with bottled medications to administer a dose directly into a child's mouth. It can be contaminated and become an infection risk if the medication is shared (e.g., acetaminophen). Measure the dosage with the dropper into a spoon, and give it to the child that way.
6. Give the medication to the child.
7. Check the label once again and put the medication safely away, out of the reach of children.
8. Record the date, time and dosage with your initials on the *Medication consent form and record sheet*.
9. Wash the measuring spoon or dropper in warm soapy water and rinse well before allowing the spoon to air dry or returning the dropper to the bottle.
10. Wash your hands.