



3416P Exhibit B: MEDICATION ADMINISTRATION ERROR INCIDENT REPORT

Student:	Birthdate:	Student ID#:
School:	Date of incident:	Time of Incident:
Person administering medication:		
Name of medication:		
Name of student medication is prescribed for:		
Name of student medication was administered to:		
Dosage prescribed:	Dosage given:	
Prescribed administration time:	Time given:	
Prescribed administration route:	Route given:	
Describe circumstances leading up to the incident and what occurred:		
Describe action taken after the incident:		
Follow up information given to parent/guardian:		
What has been done to prevent similar future incidents?		
Persons notified of incident: (list names)		
School Nurse:	Parent/Guardian:	
Nurse Supervisor:	Health Care Provider:	
Building Administrator:	Other:	
Name of person completing this report:		
Signature of person completing this report:		Date:

Date: 8.18



Protocol for Medication Administration Errors

As soon as medication administration incident is recognized, initiate the following steps:

1. OVERDOSAGE OR INCORRECT ADMINISTRATION (wrong medication, wrong student, wrong route, wrong time):
 - a. Keep the student in the clinic, if the student has already returned to class when the incident is determined, have student return accompanied.
 - b. Watch student, who may be feeling ill.
 - c. Identify the dose or type of medication taken by the student.
 - d. Notify parents.
 - e. Immediately notify the school nurse, building administrator and health services supervisor (Carrie Lang).
 - f. Notify the student's health care provider.
 - g. If unable to reach the health care provider, contact Poison Control Center for instructions (1-800-222-1222):
 - Give name and dose of the medication taken in incident.
 - Give the age and approximate weight of the student.
 - Give name(s), dose(s) and times of the last dose or other medication being taken by the student.
 - h. Follow instructions from the provider/Poison Control Center. If unable to complete their directions, explain the problem to Poison Control Center to determine if student needs emergency medical care.
 - i. Carefully record in the student's health record all circumstances and actions taken, including instructions from the provider/Poison Control Center and student's status.
 - j. Complete written report on the Medication Administration Error form. Send to Yasmina Patterson and Carrie Lang, both in ESC.

2. UNDER DOSAGE:
 - a. Identify student who took the incorrect dosage.
 - b. Notify parent/guardian.
 - c. Notify building administrator
 - d. Contact the school nurse who should then contact the health care provider to determine if the remainder of the dose should be omitted or administered.
 - e. Carefully record all circumstances and actions taken in the student's health record.
 - f. Fill out Medication Administration Error form above, and return copy to Carrie Lang in ESC.