

The “5 Rights” for Safe Administration of Medication

Always and every time, check the “5 Rights” before giving any medication and document appropriately

Right Child	Right Medication	Right Dose	Right Time	Right Route	Document Appropriately
Check that the name on the medication label and the authorization form have the same name.	Check that the label on the medication and the authorization form are the same.	Check that the dose on the medication label and authorization form are the same.	Check that the time on the authorization form matches the time written on the medication label.	Check that the authorization form and the label both say to give the medication by the same route.	<p>On the medication log, make sure to write in the child’s name, date, time, and dose given. Sign your name right after the medication is given.</p> <p>If an error is made, make a note of it on the log and complete the Medication Error Report form.</p> <p>If a medication is not given, provide the parent with a written explanation.</p> <p>Document any side effects or incidents that happen with the medication and notify the parent in writing.</p> <p>If the child is absent, write “Absent” on the log where the date belongs. Make a note if you return or dispose of the medication.</p>
Be sure you have the right child. If old enough to respond, ask the child his/her name to double check.	Check that the: ~medication is in the original container, ~expiration date has not passed, and that the ~reason for giving the medication is appropriate.	Do you have the proper measuring device? (medicine cup, syringe, dropper, dosing spoon) Find the right measurement on the device. No kitchen spoons! Wash device before storing.	Check the log. When was the medication last given ? Check that medication is being given within 30 minutes before but no more than 30 minutes after the prescribed time.	How is the medication to be given? <ul style="list-style-type: none"> • ear • mouth • nose • eye • skin • rectum 	
If necessary, check a second identifier such as a date of birth or a child’s picture.	Especially important for children who are taking more than one medication.	Check measuring device carefully for correct dose. If not sure, ask for another staff to confirm.	Look at the clock and note the time. Is it time to give the medication? Log the time.	Make sure you know where the medication enters the body.	
Be alert with names that are similar.	Follow instructions on medication label (e.g. ‘refrigerate’, ‘shake’, ‘take with food’ etc.)	When a medications is supposed to be dosed by weight or age use the child’s weight.	The right time includes both time, day and year.	Make sure you know the best technique for positioning the child for proper administration.	
Be alert to children who look alike.	Do not alter the medication (e.g. crush pill, mix with food) unless instructions say to do so.	When measuring liquids look at the measuring device at eye level.	If you give an emergency medication (i.e. EpiPen), write down the exact time it was given	Make sure you apply the medication without contaminating the container (e.g. don’t let the dropper touch the eye).	

