

# MEDICATION ADMINISTRATION

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## PART 1: PREPARATION

Step	Completed	Note
1. Identify person and medication		
2. Clean work space		
3. Gather equipment		
4. Wash hands		
5. Unlock medication		

## PART 2: ADMINISTRATION

Step	Completed	Note
1. CHECK 1		
2. CHECK 2		
3. CHECK 3		
4. Administer medication		
5. Observe taking		

## PART 3: COMPLETION

Step	Completed	Note
1. Look again		
2. Put medication away		
3. Document		
4. Wash hands		
5. Observe for effects		

## COMMENTS:

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