

MEDICATION ADMINISTRATION

Name: _____

PART 1: PREPARATION

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

PART 2: ADMINISTRATION

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

PART 3: COMPLETION

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

COMMENTS:
