

TULSA PUBLIC SCHOOLS HEALTH SERVICES INSULIN ADMINISTRATION RECORD

The written authorization must be attached to the student's health record. The "Seven Rights" of medication (on back of form) must be followed before administering. (See JHCD, JHCD-R in School Board Policy Manual.)

SCHOOL _____ FOR THE WEEK OF _____ TO _____, 20

Medication may be given by the school nurse, or, in the nurses' absence, another designated employee with written authorization of either parent, if both parents have legal custody, or the parent or person having legal custody. The written authorization must be attached to the student's health record. The "Seven Rights" of medication (on back of form) must be followed before administering. (See JHCD, JHCD-R in School Board Policy Manual.)

STUDENT _____ GRADE _____ GYM TIME _____ PHYSICIAN _____ TELEPHONE NUMBER- _____

Medication Name, Dosage, Route and Time: _____ CARB/INSULIN RATIO _____ CORRECTION FACTOR _____
 PARENT/ LEGAL GUARDIAN _____ TELEPHONE--(H) _____ (W) _____ (C) _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Comments **Attach copy of s sliding scale orders to back as appropriate
*Blood Sugar						
Carbs						
Ketones if BS>300						
Dose/Time/Initials						
<i>*Blood Sugar</i>						
<i>Carbs</i>						
<i>Ketones if BS>300</i>						
<i>Dose/Time/Initials</i>						
*Blood Sugar						
Carbs						
Ketones if BS>300						
Dose/Time/Initials						
<i>*Blood Sugar</i>						
<i>Carbs</i>						
<i>Ketones if BS>300</i>						
<i>Dose/Time/Initials</i>						

HD 17C Initials: _____ Signature: _____ Initials: _____ Signature: _____ Initials: _____ Signature: _____ Initials: _____ Signature: _____

THE SEVEN RIGHTS OF MEDICATION ADMINISTRATION

These seven rights are a safety check to help reduce the chance of making a mistake in medication administration.

1. **RIGHT CHILD** - Protect Confidentiality. Is this the right child? Double Check, even if you think you know the child to whom you're giving the medication. Check the name on the medication label against the permission form. Confirm the child's identity with another person. Ask the child his name. Verify the child's identity with the child's picture if available.

2. RIGHT MEDICATION

Medications must be given from a properly labeled original bottle. Compare the prescribing practitioner's written authorization form to the pharmacy label and medication log. Read the label three times. First, when it is removed from the secured cabinet. Second, when the medicine is poured. Third, when returning the medication to the secured cabinet.

3. RIGHT DOSE

Give the exact amount of medicine specified by the order from the health care provider and pharmacy label. Use standard measuring devices for medications - **Do Not Use Kitchen Utensils**. These do not provide accurate measurements. 1 milliliter = 1cc 5 milliliters or 5 cc = 1 teaspoon

4. RIGHT TIME

Check with the parent/guardian the time when the medication was last given at home. Check the medication log for the time the medicine needs to be given by child care staff. Check to see if the medicine has already been given for the current day or dosage. Plan to give medication at time ordered; Up to 30 minutes before or 30 minutes after the time scheduled is allowed before it is considered a medication error.

5. RIGHT ROUTE

Check the medication order and the pharmacy label for the route the medication is to be given e.g., by mouth, inhaled, ear drops, eye drops, topical.

6. RIGHT REASON

Check that medication is being given for right reason (e.g. cough preparation for cough, Tylenol® for fever).

7. DOCUMENTION

Maintain a record of all medication administered to children.

Document only medication you have administered.

Administer only medication you have prepared.

*** Remember**

IF IT ISN'T WRITTEN - IT DIDN'T HAPPEN. TRIPLE CHECK THESE SEVEN R'S EVERY TIME YOU GIVE MEDICATION

Source: <http://dynamicnursingeducation.com>