



Medication Incident Report

A medication incident is defined as any incorrect administration of a medication -- i.e. any incorrect dosage, drug, route, incorrect time of administration or incorrect student. (There is a 30-minute leeway before or after the time prescribed).

Date of Report _____ School _____ Prepared by _____

Name of Student _____ Date of Birth _____ Grade _____

Date and Time Incident Occurred _____

Person Administering Medication _____

(Name)

(Title)

Licensed Prescriber: _____

(Name)

Reason Medication was Prescribed: _____

Date of order: _____ Instructions for Administration: _____

Medication: _____ Dose: _____ Route: _____ Scheduled Time _____

Describe Incident: _____

Action Taken

Parent/Guardian Notified: Date _____ Time _____

Principal Notified: Date _____ Time _____

School Nurse Coordinator Notified: Date _____ Time _____

Follow-up: _____

Outcome: _____

Name _____

(Type or Print)

(Signature)

(Title)

(Date)