

Escambia County Public Schools - Health Services
J.E. Hall Center
30 E. Texar Drive; Pensacola, FL 32503
Phone: 850-469-5456

MEDICATION ERROR REPORT

Contact District Health Services and ALOA Administrator by phone when discovered.

Fax report within 1 business day. District Fax#: 5346 Do NOT Email Report

Name of School Date(s) of Event Number of Occurrences Time of Error Error Code

Name of Student Student ID number D.O.B. Correct Medication and Dose

Name and Position of Person Discovering Event

Describe error: _____

Staff name/Title of who was responsible for the error: _____

Describe action(s) taken: _____

Persons to be notified:

Title	Name	Date	Time
Principal			
Parent			
Poison Control (if appropriate)1-800-222-1222			
RN Supervisor			
ALOA Administration			
District Health Services Office 850-469-5456, 850-439-2681			

Person Completing Report (Print/Sign/Title)

Date Completed

Follow-up Action by Supervisor (to be completed within 10 days):

Signature of Supervisor

Medication Error Codes: 1. Wrong Student 3. Wrong Time 5. Missed Medication 7. Other
2. Wrong Dose 4. Wrong Medication 6. Documentation Error