



Checklist for Administering Medication in a Child Care Facility

- ___ 1. Wash your hands before administering medications to each child.
- ___ 2. Check the Permission to Administer Medication form signed by the parent to be sure it has been fully completed with the required information.
- ___ 3. Take the medication out of the locked storage area.
- ___ 4. Double check the amount of the dosage on the container with the amount on the permission slip.
- ___ 5. Give the exact dosage to the child. Never exceed this amount.
- ___ 6. Return any remaining medication to the locked storage area.
- ___ 7. Write down the time and the dosage given on the Permission to Administer Medication form log.
- ___ 8. Sign the Permission form log.

All medications given to children by the facility staff must be in the original container. No medication can be given without written permission from the parent. The parent must indicate in writing the name of the medication, the exact dosage, the times to be given each day, the days to be given, the name of the child, and they must sign this request. Medication that must be refrigerated must be kept in a locked box in the refrigerator.