



Medication Error Reporting Procedure

As soon as an error in the administration of medication is recognized, initiate the following steps:

Overdose or Administration of Incorrect Medication

1. Keep the student in the office.
 - If student has already returned to class when the error is determined, have student accompanied to the office.
2. Assess the student's current status.
3. Identify the incorrect dose, type, and/or name of medication administered to or by the student.
4. Notify parent/guardian.
5. Immediately notify the School Site Nurse, Health Services, and the Principal.
6. Notify student's health care provider as needed.
7. If unable to contact the health care provider, contact the Poison Control Center for instructions (1-800-876-4766 / 1-800-8POISON)
 - Give the name and dose of the medication administered in error.
 - Give the age and approximate weight of the student.
 - Give the name(s), dose(s), and time of the last dose of other medication being taken by the student.
8. Follow the instructions from the Poison Control Center or health care provider. If unable to complete their directions, explain the problem(s) to determine if the student should be transported for emergency medical care.
9. Carefully record in **ink** (in the student's health record and the medication log) all circumstances and actions taken, including instructions from the Poison Control Center or health care provider, and student's current status.
10. Submit a written report **within 48 hours** (Medication Error-Incident Report) form, including the name of the student, the parent/guardian name and phone, and a detailed statement describing the medication, who was notified, and what actions were taken. Send a copy of the form to Health Services.

Dosage Less than Prescribed

1. Identify the student who was administered or took the incorrect dosage.
2. Notify parent/guardian.
3. Notify Principal.
4. Contact the School Site Nurse, who should then contact the health care provider to determine if the remainder of the dose should be administered or omitted.
5. Carefully record in **ink** (in the student's health record and the medication log) all circumstances and actions taken on the student's health record and on the medication form.
6. Fill out Medication Error-Incident Report form and submit as above.



Medication Error Incident Report

Name of School: _____

Name of Student: _____

Birth Date: _____ Today's Date: _____ Time: _____

Name/Position of Person Administering Medication: _____

Name of School Site RN: _____

Name of Medication: _____

Dosage Prescribed: _____

Describe circumstances leading to error: _____

Describe action taken: _____

Persons Notified of Error:

Health Services Coordinator II: _____ Time: _____

Supervisor: _____ Time: _____

Principal: _____ Time: _____

Parent: _____ Time: _____

Physician (if applicable): _____ Time: _____

Other: _____ Time: _____

Signature of Person Completing Incident Report: _____

Follow-up Information (if applicable): _____