

Self-Assessment for Systems to Support Medication Administration

Use this form to review your program's systems to support medication administration. Place a checkmark next to the items that are in place and working well. For the items with blanks, talk with your TA provider about information or resources you may need.

Policies	
	Medication Administration per HSPPS
	Medication Administration per tribal and/or state licensing
Procedures	
	Receipt, labeling, storage, and disposal of medication
	Specific procedures for over-the-counter medication
	Location of information on individual children's medical needs (assuring confidentiality)
	Identification of staff to be informed of the child's medication needs (assuring confidentiality)
	Designation of staff members who will administer, handle, and store medications
	Gathering information on the child's medical needs from the family
	Obtaining written authorizations from the child's family and pediatrician to provide medication when needed
	Medication logs
	Recording changes in a child's behavior
	Medication administration during a field trip or other transportation
	Medication incident procedures and reporting
	Staff training on medication administration
	Monitoring and evaluation of the forms, procedures, and practices
Forms	
	Individualized Health Plan
	Authorization for Release of Information
	Medication Administration Form (with signed permission to give medicine)
	Medication Log
	Medication Incident Report
	Medication Administration Checklist
	Emergency Contact Form
Information	
	All needed forms completed by all families of children with medication needs
	Information about side effects of medication
	Information from health care provider about any prescription medication
Training	
	All staff receive medication administration orientation as required by tribal or state licensing regulations
	Additional training is scheduled for unique medical needs, including injections and rescue medication