

**MEDICATION AUDIT WORKSHEET
CANYONS SCHOOL DISTRICT**

SCHOOL _____

DATE _____

Do all medications have current “Request for Giving Medication at School” form filled out and signed by doctor and parent?

_____ **YES**

_____ **NO**

Students who “carry” or self administer medications must have written order from prescriber included on form (except in secondary schools).

PRESCRIPTION MEDICATION

Medication in original container labeled by pharmacy

name of student

name of prescriber

name of medication

dosage of medication

time to administer medication

Name of medication and the dosage on the label must be identical to the name of medication and dosage specified in the statement signed by the prescriber.

comments:

NONPRESCRIPTION MEDICATION

Medication in original container and labeled with student name and dosage

Name of medication and the dosage on the label must be identical to the name of medication and dosage specified in the statement signed by the prescriber.

Comments:

IS MEDICATION UNDER LOCK AND KEY?

_____ **YES**

_____ **NO**

Inservice training completed with state mandated yearly attendance at annual medication training for everyone who administers medication at school?

_____ **YES**

_____ **NO**

STUDENT MEDICATION RECORDS

Each student taking medication at school has a "Student Medication Record" (form) on file with required information filled out completely

comments:

Medication count documented on back of form with signatures of parent and school representative

comments:

Form contains medication administrators signature

comments:

All medication given is recorded on student medication record by marking the time med given and initial of medication administrator

comments:

All boxes are coded with appropriate letters or blacked out indicating school closed

comments:

All unused, outdated or "student no longer here" medication must be picked up by a responsible adult within 2 weeks following the last dose administered. Medication remaining at the school after this time should be destroyed immediately.

comments: