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All unused, outdated or “student no longer here” medication must be picked up by a responsible adult within 2 weeks following the last dose administered.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: