Administration of Medication: Double Checking Process

1st & 2nd Person together check child’s name on prescription chart

1st & 2nd Person together check child’s DOB on prescription chart

1st & 2nd Person together check child’s HCR No. on prescription chart

1st & 2nd Person together check child’s weight

1st Person checks if child has allergies

2nd Person checks if child has allergies

1st Person checks dose in OLCHC Formulary

2nd Person checks dose in OLCHC Formulary

1st Person verifies correct route of administration

2nd Person verifies correct route of administration

1st Person independently calculates dose

2nd Person independently calculates dose

1st Person independently checks expiry date of medication

2nd Person independently checks expiry date of medication

1st & 2nd Person draw up / prepare medication together but independently.

1st Person independently verifies prepared dose

2nd Person independently verifies prepared dose

1st & 2nd Person establish patient identity together

1st & 2nd Person provide explanations and information to the child / parents / guardians

1st & 2nd Person administer medication to the child together

1st & 2nd Person sign prescription chart together

1st Person verifies correct route of administration

* 1st & 2nd Person refers to a nurse or doctor who meets the criteria to check and administer medication in OLCHC. Please refer to Medication Policy for further details.