‘TEN RIGHTS’
OF SAFE MEDICATION ADMINISTRATION

Right Patient
Be certain of identity of patient by verifying the identification wristband, name and date of birth on the medicine chart.

Right Reason
Understand the intended purpose of the medicines to be administered.

Right Medicine
Name of medicine to be administered must correspond with generic or brand name of prescribed medicine.
Must have been stored correctly, properly packaged and within its expiry date.
Must check, both by asking patient and checking allergy box on the kardex, whether patient has a known and recorded allergy to the prescribed medicine.

Right Route
Administer medicine via prescribed route and site

Right Time
Administer medicine at prescribed time and prescribed intervals

Right Dose
Confirm that the dose of medicine being administered is exactly the dose prescribed.

Right Form
Confirm that the form of medicine that has been dispensed, matches with the specified route of administration

Right Action
Ensure medicine is prescribed for the appropriate reason, and state to patient / parent / carer, the action of the medication and why it is prescribed.

Right Documentation
Sign, date all documentation recording the administration of the medicine in medicines administration chart. The chart must only be signed to record a medicine has been administered once the medicine administration has been witnessed.

Right Response
Observe the patient for adverse effects, assess patient to determine that the desired effect of the medicine has been achieved.