Provider Guidelines for Administering Medications

During the ‘Meet and Greet’ or other initial contact with a family if a provider agrees to dispense any medication(s) during their respite service hours the following details should be discussed and followed:

1. Questions to ask family surrounding medication:
   
i. Are medications prescribed or OTC (over the counter)
   
ii. Are these medications scheduled at a certain time, i.e.- 7a or bedtime or PRN (as needed)
   
iii. What, if any, are the side effects that I should be concerned with? (Some medications make children drowsy or can affect mood)

2. Discuss and ensure understanding of the ‘Five Rights’ as it pertains to dispensing medication:
   
   1. The right patient
   2. The right drug
   3. The right dose
   4. The right route
   5. The right time

3. Ensure that you complete the ‘Permission to Dispense Medication’ form

4. Communicate with Parents at each visit:
   
   Name of medication
   Time given
   Dosage
   Side effects/reactions/other notable comments