

Medication Errors



A medication error is a mistake that is made anytime during the process of administering medication.

Medication errors include:

- Forgetting to give medication
- Giving the wrong medication
- Giving medication at the wrong time
(This includes giving medicine more than 30 minutes before or more than 30 minutes after the scheduled time OR giving medication for symptoms that are not specified by the health care provider.)
- Giving the wrong dose of medication
- Giving medication by the wrong route
- Giving medication to the wrong child
- Giving an expired medication
- Giving medication without parental permission
- Giving medication without valid health care provider instructions, including expired consents

Reporting a Medication Error

1. As soon as you discover an error, immediately contact the child's parent. Encourage the parent to contact the child's health care provider to decide what to do.
2. Provide for the immediate needs of the child as directed by the child's parent and health care provider.
3. Complete the OCFS *Medication Error Report Form* and submit it to your licensor or registrar.
4. Notify your licensor or registrar by the end of the following business day.

If an error occurs in your program, look for any circumstances or current medication administration policies that may have contributed to the error. Your health care consultant is a good resource for helping you to determine what went wrong. With this knowledge, you can make changes to prevent any future mistakes.



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