

Good Documentation



You must keep a record of all medication given at your program. When you write down all of the medication you give in your program, you help prevent medication errors, including a child missing a dose of medication or a child accidentally receiving two doses.

Here are some tips for good documentation:

- Use one *Log of Medication Administration* for each medication the child is taking.
- Write in ink.
- Write down all medication you give immediately after the child takes it.
- Always document the date and dose you gave, what time you gave it, and sign the log.
- If you gave an “as needed” medication, be sure to write down why you gave the medication and whether or not you notified the child’s parent.
- Write down in the child’s log any side effects you observe and that you notified the child’s parent.
- If a medication was not given, write down the reason why.
- Write down any medication the child received at home before arriving in your care.
- If a family member came to your program to give the child medication, you must write down who gave the medication, the dose and the time it was given by the family member.
- If you make an error when writing down the medication you gave the child, cross out the incorrect information with a single line and write “error” with your initials next to it, then write the correct information.
e.g., Dose: ~~Two drops~~ Error MW
Dose: One drop
- DO NOT use correction fluid.



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