

In instances where an error in medication administration is made:

1. Determine if the error is due to:
 - a) missed administration;
 - b) overmedication; or
 - c) incorrect medication

2. Contact the parent or guardian and describe the medication error.

3. A course of action should be determined with parent or guardian including
 - a) contacting the child's physician
 - b) take child home or to hospital
 - c) other appropriate course of action

4. If parent or guardian cannot be contacted, the school will contact:
 - a) the prescribing physician and/or;
 - b) the dispensing pharmacy and/or;
 - c) the emergency contact listed for the child and/or;
 - d) the Poison Control Centre (check local telephone directory)