



**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)