



Medication Administration Training

Quick Reference Guide for the UAP

Rights

- Right Patient
- Right Drug
- Right Dose
- Right Route
- Right Time

Safety

- Only give medications you have been authorized to give.
- Confirm that you have prescriber orders for all medications to be administered.
- Communicate with delegator when something occurs outside your training.
- Do not pass off medication tasks to any other person without authorization from the delegator.
- Notify the delegator immediately if someone has a reaction to the medication.

Considerations

- Make sure medications are secure from others and the weather.
- Be aware of specific medication instructions such as “given with food” or “take at bedtime”.
- Document all medication administration (prescription and over the counter) in a timely way using the appropriate terminology.