**Steps in the Medication Administration Process**

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| 1 | Wash your hands. Apply gloves if appropriate |
| 2 | Obtain medicine, check label (including expiration date) |
| 3 | Pour medication, check label |
| 4 | Confirm   * right child * right dose * right time * right medicine * right route |
| 5 | Position child |
| 6 | Administer medication |
| 7 | Return medicine to storage, check label again |
| 8 | Record medicine, date, time, dose, route and initials/signature on log form |
| 9 | Clean measuring device, if used |
| 10 | Wash your hands |