Escambia County Public Schools - Health Services
J.E. Hall Center
30 E. Texar Drive; Pensacola, FL 32503
Phone: 850-469-5456

MEDICATION ERROR REPORT

Contact District Health Services Coordinator and ALOA Coordinator by phone within 24 hours of discovery. Fax report once it is completed. District Fax # 469-5346 Do NOT Email Report

Name of School | Date of Event | Time of Error | Error Code

Name of Student/Student ID number | D.O.B. | Prescribed Medication/Dosage/Route/Time on Medication Authorization Form

Name and Position of Person Witnessing Event | Write Medication/Dosage/Route/Time GIVEN

Describe error:

Describe action(s) taken:

Persons to be notified:

Title	Name	Date	Time
Principal			
Parent			
Physician (if appropriate)			
Poison Control (if appropriate)1-800-222-1222			
RN Supervisor			
ALOA Coordinator			
District Health Services Coordinator 850-469-5456			

Signature (person completing report) | Date Completed

Follow-up Action by Supervisor (to be completed within 10 days):

Signature of Supervisor

Medication Error Codes:

1. Wrong Student
2. Wrong Dose
3. Wrong Time
4. Wrong Medication
5. Missed Medication
6. Parent Error
7. Pharmacy Error
8. Other

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