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 when discovered.

Fax report within 1 business day. 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 on Authorization Form (Include Dosage/Route/Time) _____

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