

**STEP 1 Self- Assessment**

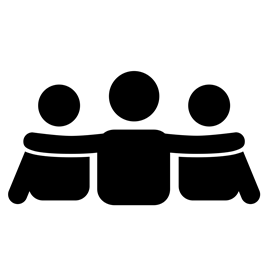
* Assess current medication administration practices, including **systems** & documentation.
* Assess work environment.
* Analyze medication error trend data.

**STEP 2 Policies in Practice**

* Develop, revise, review and/or update medication policies.
* Establish fair and objective system for evaluating medication errors.
* Med Error Reporting Form/Data Analysis.

**Fostering a Just Culture for Medication Errors in the School Setting- 5 Step Process**

Medication Error Definition-Any **preventable**event that may cause or lead to inappropriate medication use or student harm while the medication is in the control of a healthcare provider, patient, parent or consumer.



**STEP 3 General Strategies**

* Eliminate barriers to reporting medication errors.
* Provide education to students/families on school medication policies & individual medication health teachings.
* Self-Accountability.
* Systems Evaluation.

**Step 4 Support & Education**

* Create supportive & collaborative work environment.
* Establish annual medication competency & training.
* Structured orientation/training for new school nurses & UAPs.
* Develop strategies to empower staff to report all medication errors and/or near misses.



**Step 5 Communication of Medication Errors**



**Complete Medication Error Report Form**



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**SCAN ME**