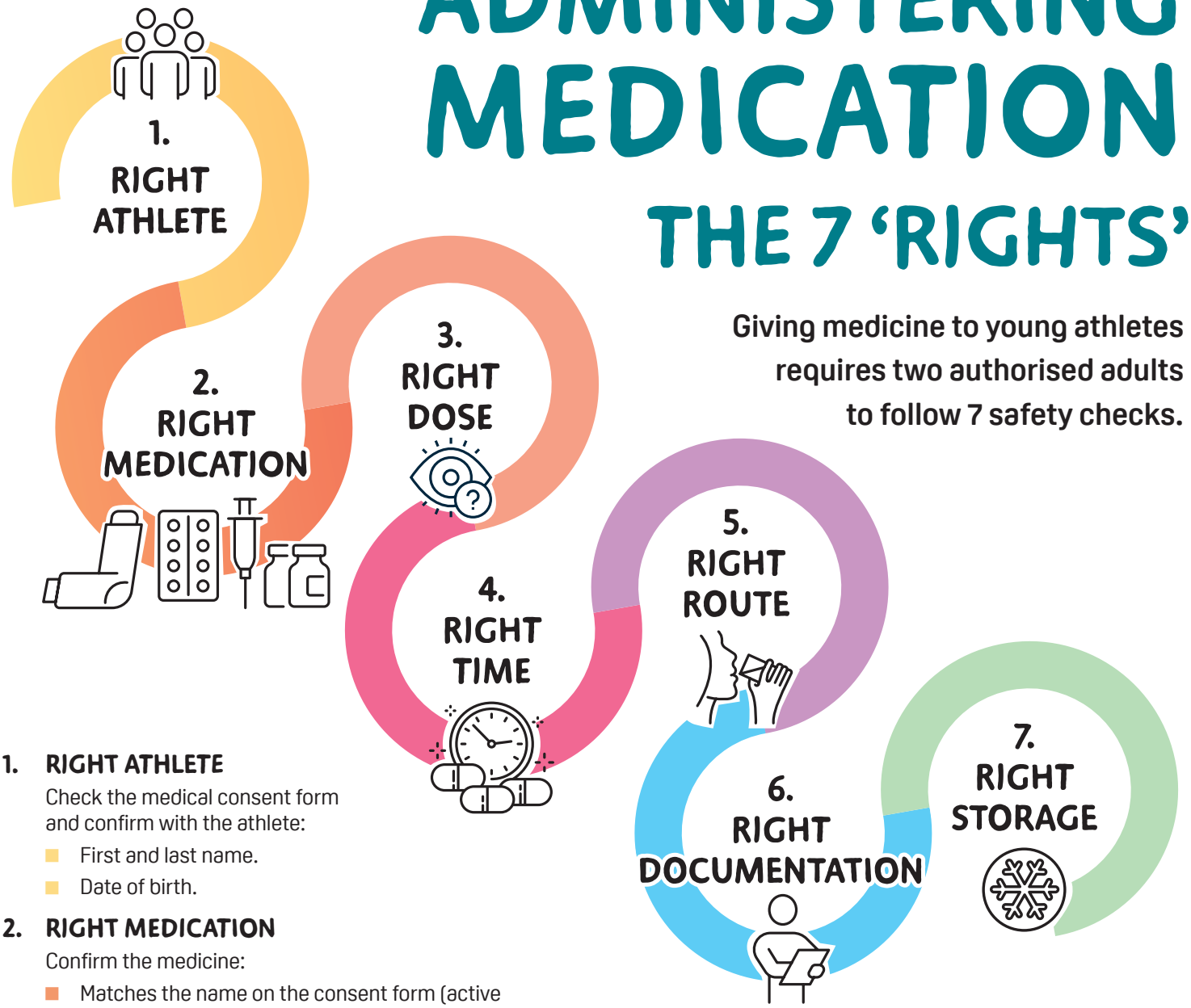
ADMINISTERING MEDICATION

THE 7 'RIGHTS'

Giving medicine to young athletes requires two authorised adults to follow 7 safety checks.



1. RIGHT ATHLETE

Check the medical consent form and confirm with the athlete:

- First and last name.
- Date of birth.

2. RIGHT MEDICATION

Confirm the medicine:

- Matches the name on the consent form (active ingredient must match, even if brand names differ).
- Is in its original packaging.
- Is within the use-by date.

3. RIGHT DOSE

- The dose and strength match the consent form (e.g. 2 × 10mg tablets = 20mg).
- If the pharmacy label differs from the consent form, a doctor's letter confirms the correct dose.

4. RIGHT TIME

Check timing and instructions:

- The time matches the consent form.
- Any specific instructions are followed (e.g. take with food, every 4 hours).
- If taken 'as needed', check the dosing record and action plan to confirm enough time has passed since the last dose.

5. RIGHT ROUTE

Check the route:

- The method of administration (e.g. oral, inhaled) matches the consent form and medication label.

6. RIGHT DOCUMENTATION

After giving the medicine:

- Update the dosing record.
- Follow your organisation's privacy policy and the Australian *Privacy Act 1988*.

7. RIGHT STORAGE

- Store medicine securely and according to its requirements (e.g. temperature, away from sunlight).
- Return medicine to its original packaging and store appropriately.

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