

Intravenous Medication Administration Process Checklist

Row	Item	Performed Correctly	Performed Incorrectly	Not Performed	Not Applicable
1	Washes hands with soap and water before the procedure.				
2	Reviews the physician's medication order as documented in the patient's chart.				
3	Prepares the medication tray and necessary equipment.				
4	Verifies the medication name against the medication order.				
5	Checks the medication expiration date.				
6	Wears clean gloves.				
7	Connects the IV cannula hub to a sterile syringe.				
8	Flushes the cannula with sterile solution.				
9	Disinfects the injection port using an appropriate disinfectant solution.				
10	Allows the alcohol/disinfectant to dry completely.				
11	Administers the prescribed medication slowly through the IV cannula.				
12	Secures the IV cannula in place using an appropriate fixation method.				
13	Flushes the IV line after medication administration.				
14	Disposes of the used syringe in a designated sharps container.				
15	Before administering the medication, verifies the patient's name and matches it with the information on the medication label.				
16	Provides necessary explanations about the procedure to the patient and family.				
17	Assesses the patient's vital signs.				
18	Before medication administration, checks the drug's expiration date and possible microbial contamination.				
19	Observes appropriate hand hygiene after removing gloves.				
20	Before administering the medication, assesses the child for signs of thrombophlebitis.				
21	Adjusts the infusion rate appropriately during medication administration.				
22	After medication administration, disinfects the injection port with a disinfectant solution.				
23	Monitors the child's general condition three minutes after medication administration.				
24	Documents the child's general condition after medication administration in the patient's medical record.				