

# Reminder: Medication Administration Protocol

Dear Healthcare Administrators,

This is a reminder to ensure that all healthcare staff are adhering to the medication administration protocols established by our healthcare facility. Proper medication administration is crucial for patient safety and overall healthcare quality.

## Key Points to Remember:

- Verify patient identity before administering medications.
- Double-check medication dosages and routes of administration.
- Document all administration processes accurately and in a timely manner.

Regular training sessions will be held quarterly to reinforce these protocols. Please ensure all staff members attend and review their understanding of these guidelines.

Thank you for your continued dedication to patient safety and quality care.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization]