

# Medication Administration Protocol Reminder

Dear Volunteers,

We want to take a moment to remind you of the importance of adhering to the medication administration protocols while volunteering at our hospital. Your commitment to patient safety is crucial in helping us provide the best care possible.

## Key Points to Remember:

- Always verify the patient's identity before administering medication.
- Check medication labels for correct dosage and scheduling.
- Document all medications administered promptly.
- Report any discrepancies or concerns to a registered nurse immediately.

Your diligence in following these protocols not only safeguards our patients but also enhances the quality of care we provide. Thank you for your continued dedication and support.

If you have any questions or need further clarification, please do not hesitate to reach out to your supervisor.

Sincerely,

[Your Name]

[Your Title]

[Hospital Name]