

# Medication Administration Protocol Reminder

Dear [Resident's Name],

This letter serves as a reminder of the important medication administration protocols that are in place to ensure the safety and well-being of our residents. As part of our training program, it is crucial that each resident adheres to these guidelines during their practice sessions.

## Key Protocols to Remember:

- Always verify the resident's identity before administering any medication.
- Check the medication against the MAR (Medication Administration Record) for accuracy.
- Document all medication administrations promptly and accurately.
- Monitor the resident for any adverse reactions after medication administration.

Please ensure that you review these protocols before your next training session. For any questions or further clarification, do not hesitate to reach out to your supervisor.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]