

**Cox College - Springfield, Missouri**  
**General Rules for Dosage Rounding**

**I. General Rule for Rounding**

- A. When rounding, numbers that end in five (5) and above up, round **UP**
- B. When rounding, numbers that end in four (4) and below, round **DOWN**.
- C. Do not end with zero (trailing zero) in the final answer. However, leave whole numbers as a whole number.

Correct	Incorrect
17.4 mL	17.40 mL
14 mL	14.0 mL

- D. Always place a zero before a decimal point if the number is less than one. (example 0.23)

Correct	Incorrect
0.28 mL	.28 ml

- E. D. All answers must be properly labeled (or will be counted wrong.)

Correct	Incorrect
4.62 mcg/kg/min	4.62
0.17 mL	0.17
7.5 mg	7.5
80 mL/hr	80
20 drops/min	20

**II Weights (pounds, kilograms, grams, milligrams, etc.)**

- A. All weights should be carried to the thousandth and rounded to the hundredth.

Example:

Ending in 4 or less: 77.272 kg = 77.27 kg

Ending in 5 or more: 1.885 mg = 1.89 mg

- B. Pounds and ounces should be carried to nearest whole ounce.

Example:

8 lbs. 12.44 ounces = 8 lbs. 12 ounces

8 lbs. 12.65 ounces = 8 lbs. 13 ounces

**III. Capsules and Tablets**

- A. Round tablets/capsules to the nearest whole or half tablet (if scored). The difference should not exceed 10% of the total amount ordered.

Example: 1.9 capsules = 2 capsules

Example: 1.5 scored tablets = 1 ½ tablets

**IV. Liquid Medications by Mouth**

- A. If unable to accurately measure dose on available medication cup, use a syringe to obtain accurate measurement of dose. Do not use household measuring spoons or cups.

- B. Milliliters:

- a. Volumes greater than 1 mL: -Carry to the hundredths place and rounded to the nearest tenth.

Example: 1.25 mL = 1.3 mL

- b. Volumes less than 1 mL: - Carry to the thousandths place, and rounded to the nearest hundredth. A Tuberculin syringe (TB) is appropriate for this measurement

Example: 0.969 = 0.97 mL

0.963 = 0.96 mL

**VI. IV Rates and/or Calculation**

- A. IV Fluid Drip Rates - Calculate drip rates to the tenths place and round off to the nearest whole number

Example: 15.4 = 15 drops per minute

15.5 = 16 drops per minute

- B. IV Pump Rates – Calculate to the hundredths place and round to the tenths place. The IV pumps can be set at a decimal.

Example: 15.44 = 15.4 mL/hr

15.45 = 15.5 mL/hr