



MEDICATION ADMINISTRATION LOG

For students requiring medication to be administered at school

Appendix A to the Administration of Medication Policy.

- This log should be completed by the staff member administering medication to any student at the school.

- Name of student: _____ Year _____
- level: _____

Date	Time	Name of Medication and Dose	Tick when checked ✓				Comments	Staff member administering (print name and initial)	Staff member checking* (print name and initial)
			Correct Child	Correct Medication	Correct Dose	Correct Route			

- ***Cross-checking:** It is recognised that in many school settings medication is administered using a system of two staff members checking that medication is correctly administered. This is an appropriate added safety measure and is seen as good practice.