

## **MEDICATION ADMINISTRATION LOG**

For students requiring medication to be administered at school

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

Name of student:\_\_\_\_\_Year level:\_\_\_\_\_Year level:\_\_\_\_\_

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

## Noble Park English Language School



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\*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.