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## 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:** \_\_\_\_\_

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.