

APPENDIX H: MEDICATION ADMINISTRATION LOG

This log should be completed by the staff member administering medication to any student at the school or at camp/excursion. Medication Administration Log to be kept both hardcopy and electronically when possible.

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.