



Narre Warren South P-12 College

ADMINISTERING MEDICATION

MEDICATION ADMINISTRATION LOG

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For students requiring medication to be administered at school

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

Name of student: Year level:

Date	Time	Name of medication and dose	Ticked 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.

Narre Warren South P-12 College

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