Record of medication administration (routine medication)

<Insert/attach
student photo
if required for
identification
 purposes>

Student name	Date of birth	Class	Dosage time/s	
Medication			Route	

On receipt of the medication:

- 1. Check that the medication is in the original container and is intact (e.g. tablets in blister packs are sealed)
- 2. Check for medical authorisation e.g. pharmacy label, other written authorisation
- 3. Advise the parent/carer that they will need to collect any unused medication when it is no longer required to be administered at school
- 4. Attach the completed **Consent to administer medication** form
- 5. Attach Individual Health Plan if one is required
- 6. Refer to all information when administering medication.

Initial the appropriate box below to confirm when the medication was administered, or enter the appropriate code from the key below.

KEY: A – Student absent; **S** – Student self-administration; **P** – Parent/carer administered medication; **X** – School closed; **O** – Student off campus; **N/S** – No supply of medication → contact parent/carer; **R** – Student refused medication → contact parent/carer; **V** – Student vomited following medication → contact parent/carer

Note: The table allows for the recording of up to two doses of the medication per day. Amend the document electronically to add additional lines if more than two doses per day are required.

If a student requires multiple doses of the same medication at differing strengths, use one form per dose strength e.g. one form for Lamotrigine 25 mg and one form for Lamotrigine 50 mg.

МТЦ	DOSAGE																	DATE														
MTH	TIME/S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jan																																
Feb																																
Mar																																

Student name	Date of birth	Class	Dosage time/s	
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МТН	DOSAGE	DATE																														
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