



1.15a Administration of Medication Record

See policy 1.15 Administering Medicines

No medication may be given without these details being provided:

Full name of child and date of birth;

- Name of medication and strength;
- Who prescribed it;
- Dosage to be given in the setting;
- How the medication should be stored and expiry date;
- Any possible side effects that may be expected should be noted; and
- Signature, printed name of parent and date.

Administration of Medication Record

Name of Child:	
Name and strength of medication:	
Reason for medication to be given.	
Date and time of dose:	
Dose given and method:	
Signed: Head/Deputy Head	
Signed and verified by parent (end of day)	
Print name:	