

Medication administration log

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Use one log for each child and each medicine. Give medicine only if the parent or guardian's signed medication form is on file and the medicine is in its original labeled container. Follow the label (or the doctor's written instructions for prescriptions) exactly. If anything doesn't match the parent's form, don't give the medicine. Call the parent and the director.

Child and medicine

Child's full name _____

Date of birth _____

Allergies _____

Medicine name and strength _____

Dose and how it's given (such as by mouth or inhaler)

Times to give it _____

Start and end dates _____

Expiration date (don't give expired medicine) _____

Prescribing doctor (for prescriptions) _____

Where the medicine is stored _____

Signed medication form on file (date) _____

Five checks before every dose

Check all five before every dose, then write it down right away.

- Right child
- Right medicine
- Right dose
- Right time
- Right way (such as by mouth, inhaled or on the skin)

Doses given

Write down every dose, including missed or refused doses and why.

Date	Time	Dose given	Given by (initials)	Child's reaction or notes	Parent told (if needed)

Staff initials

Everyone who gives medicine from this log prints their name and signs once here.

Initials	Printed name	Signature

Medicine returned

Medicine returned to the parent (date and amount left)

Returned by (staff) and received by (parent or guardian)

Free to use and change, but not legal or medical advice. Check your state's licensing rules and your insurer's requirements, and have a lawyer review any consent or waiver language.

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