

Appendix B: RECORD OF DRUG/MEDICATION ADMINISTRATION

*This form must be completed by the person who is in charge of drugs and medications for the administration of **prescription or over-the-counter medications**, in accordance with the child care centre's medication administration policy and procedures.*

Child's Full Name:

Name of Drug or Medication:

Required Dosage:

Date (dd/mm/yyyy)	Time (hh:mm am/pm)	Dosage Administered	Administered by	Full Name of Staff (and/or of Witness, where applicable)	Signature(s)	Comments/Observations (including symptoms of illness)
			☐ staff ☐ child			
			☐ staff ☐ child			
			☐ staff ☐ child			
			☐ staff ☐ child			
			☐ staff ☐ child			
			☐ staff ☐ child			
			☐ staff ☐ child			

Disclaimer: This document is a template that has been prepared to assist licensees in understanding their obligations under the CCEYA and O. Reg. 137/15. It is the responsibility of the licensee to ensure that the information included in this document is appropriately modified to reflect the individual circumstances and needs of each child care centre it operates.

Special Instructions:

- Comments and observations should include details such as symptoms and/or reactions observed, children's comments relating to the medication administration, rationale if a scheduled dosage was missed or administered late, etc.
- Attach a copy of the Authorization for Medication Administration form to the record.

Please be advised that this document does not constitute legal advice and should not be relied on as such. The information provided in this document does not impact the Ministry's authority to enforce the CCEYA and its regulations. Ministry staff will continue to enforce such legislation based on the facts as they may find them at the time of any inspection or investigation.

It is the responsibility of the licensee to ensure compliance with all applicable legislation. If the licensee requires assistance with respect to the interpretation of the legislation and its application, the licensee may wish to consult legal counsel.

Special Instructions:

- Comments and observations should include details such as symptoms and/or reactions observed, children's comments relating to the medication administration, rationale if a scheduled dosage was missed or administered late, etc.
- Attach a copy of the Authorization for Medication Administration form to the record.