



Medication Dispensation Log

Directions: Document every time you give a participant medication at a program. This includes prescription medications listed and authorized by parents/guardians on the Annual Information Form, and any non-prescription over the counter medications. If a participant receives more than one medication at a time, ditto marks or arrows may be used in the participant, date, or time columns, with the medication listed on each line. The staff person dispensing the medication should then place his/her initials in the "by" column. Completed forms are to be given to the Safety Coordinator for filing at the conclusion of the program season or when the spaces are filled. Extraneous notes may be kept on the back of the form. Start such an entry with the date and participant's name, followed by your comments. Conclude the entry with your initials.

First & Last Name of Participant	Medication	Date	Time	Program	By

Safety Coordinator _____ Date Received _____