# 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:** Click here to enter text. **Name of Drug or Medication**: Click here to enter text.

 **Required Dosage:** Click here to enter text.

| **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)** |
| --- | --- | --- | --- | --- | --- | --- |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | [ ] staff [ ] child | Click here to enter text. |  | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | [ ] staff [ ] child | Click here to enter text. |  | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | [ ] staff [ ] child | Click here to enter text. |  | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | [ ] staff[ ] child | Click here to enter text. |  | Click here to enter text. |
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**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.

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.