The Sports and Coaching Camp Business Guide

Medicine intake and administration record

Add your details and work through this sheet with your team.

Camp / programme

Prepared by

Date

Restricted health record. Use only within an approved medication process and staff scope.

Participant, offering, and dates

Details

Authorised care-plan reference

Current plan and relevant permissions

Medicine and labelled instructions

Exact medicine, dose, route, timing, and instructions from the authorised source; do not invent or change them

Device or supply check

Label, expiry, condition, quantity received

Storage and emergency access

Plan

Self-carry or self-administration arrangement

Approved details, where applicable

Trained staff authorised to help

Names/roles

Handover received from and by

Names/date/time

Date and time	Instruction followed	Amount administered or assistance given	Staff	Required second check, when applicable	Exception and action
Record	Plan reference	Record	Name	Record	Details

Missed dose, error, or adverse response

Follow the approved clinical/emergency process; record notifications

Return handover

Quantity, person, date, time

Never delay emergency treatment to finish the log. Do not use this form to prescribe medicine.