

Please complete this Record Medical Use (RMU) form to document any medication which has been administered to a student. You must complete a separate form for each different type of medication being administered.

Student receiving Medication:*		Medication Use Date:*		Medication Use Time:*	
Name of Medication:*			Exact dosage administered:*		
Medication Administered by: <u>Staff Name 1*</u>			Medication Administered by: <u>Staff Name 2*</u>		
Any side effects experienced?					
Notes:					

Once this form is complete, please keep this safe until you return to site. Once on site please log this information as it appears above on Medical Tracker.

Logging this RMU Form on Medical Tracker

1. **Log into Medical Tracker** (www.school.medicaltracker.co.uk). If you have forgotten your password, please click on the 'Don't remember your password?' option.
2. **Click on 'Medication Use'** option on the Menu Bar.
3. **Click on 'New' button** located towards the top of the page.
4. **Replicate the information you have written above onto the Digital RMU form.**
5. Once completed click on the **Save** button.
6. You can now post this in the RMU post box located within the medical room (WM-G-27)