[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Prescription label

A clear, standard-format label for dispensed medicines - patient details, dosing instructions and safety information.

Patient and prescription details

Patient name	[Patient full name]
Date of birth	[Date of birth]
Prescription number	[Rx number]
Date dispensed	[Date]
Prescriber	[Prescriber name]
Pharmacy	[Pharmacy name and address]
Pharmacist	[Dispensing pharmacist name]

Medicine details

Medicine name	[Medicine name and strength]
Quantity supplied	[Quantity]
Dosage instructions	[e.g. take one tablet twice daily with food]
Route	[e.g. oral / topical / inhaled]
Course length	[e.g. 28 days]
Refills remaining	[Number]

Warnings and storage

Warning / instruction	Applies
Keep out of reach of children	[Yes]

Do not drive or operate machinery if drowsy	[Yes / No]
Avoid alcohol while taking this medicine	[Yes / No]
Store [below 25°C / in the fridge at 2–8°C]	[Yes]
Protect from light	[Yes / No]
Shake well before use	[Yes / No]
[Additional warning]	[Yes / No]

Counselling notes

[Record key counselling points given to the patient, e.g. what to do if a dose is missed.]

Sign-off

Dispensed by	Checked by	Date