Updated May 2013 - Reference Material Education and Care Services National Regulation 2011, A Directors Manual Managing and Early Education and Care Service in NSW (Community Child Care Co-operative) 2013, Staying Healthy in Childcare, 5th Edn 2012(Regulation 92: Medication record; Regulation 93: Administration of medication; Regulation 94: Exception to authorisation requirement anaphylaxis or asthma emergency; Regulation 95: Procedure for administration of medication) NQS 2



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Medication Record

Medication MUST be in the original packaging and clearly labelled with the child's name, the prescribed dosage and the medication's use by date. Medication will not be administered without written authorisation from a parent/guardian.

Date:	
Child's full name:	
Name of medication to be administered:	
Use by date of medication:	
Date and time medication was last administered:	/ / Time:
Dosage of last administration:	
Medical practitioner prescribing the medication:	
Practitioner's phone number:	
Name of approved person (as identified in the enrolment form) authorised to consent to administer medication:	
Reasons for medication:	
Storage requirements:	
Date of prescription:	
When symptoms occur – specific symptoms are:	
Time staff need to administer the medication:	

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Any s	pecial instructions on how the medication is administered:					
How long do	bes this medication need to be administered for:					
Parent name:						
Parent signature:						
	Date:					
Staff	Staff member receiving medication:					
	Signature:					
Date	Dosage	Time medication actually given	Name & signature of staff administering medication	Name & signature of staff cross checking medication	Parent/Guardi an sign when collecting medication	
Date	Dosage	medication actually	signature of staff administering	signature of staff cross checking	an sign when collecting	
Date	Dosage	medication actually	signature of staff administering	signature of staff cross checking	an sign when collecting	
Date	Dosage	medication actually	signature of staff administering	signature of staff cross checking	an sign when collecting	
Date	Dosage	medication actually	signature of staff administering	signature of staff cross checking	an sign when collecting	
Date	Dosage	medication actually	signature of staff administering	signature of staff cross checking	an sign when collecting	
Date	Dosage	medication actually	signature of staff administering	signature of staff cross checking	an sign when collecting	
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