

Parklands Community Preschool

Medication Record

(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)

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: / /
Date and time of last dosage: / / Time:
When symptoms occur – specific symptoms are:	
Time staff need to administer the medication:	
Any special instructions on how the medication is	

administered:	
How long does this medication need to be administered for:	Today only From / / To / /
Parent name:	
Parent signature:	
Date: / /
Staff member receiving medication:	
Signature:	

Date	Dosage and manner in which medication administered	Time medication actually given	Name & signature of staff administering medication	Name & signature of staff cross checking medication	Parent/Guardian sign when collecting medication
<div>_____</div> <div>Date and Time Medication Last Administered</div> <div>_____</div>					
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