

# Glenaeon OOSH Services

## Administration of Medication Policy

### 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 last administered:	..... / ..... / .....      Time: .....
Dosage of last administration:	
Medical practitioner prescribing 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 to administer the medication:	
Manner in which Medication is to be Administered	/ Special instructions:
How long does this medication need to be administered for:	Today only (circle) or: From ..... / ..... / ..... To ..... / ..... / .....

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Parent name:	
Parent signature:	
Date:	..... / ..... / .....
Staff member receiving medication:	
Signature:	

#### ADMINISTRATION OF MEDICATION

Date	Dosage & Manner of Administration	Time Medication Actually Given	Name of Staff Administering	Signature of Staff Administering	Name of Staff Cross Checking Medication	Signature of Staff Cross Checking Medication	Parent Name & Signature when collecting / Acknowledges medication given /not