CLARENCE OUTSIDE SCHOOL HOURS CARE
Supported by Clarence City Council

AUTHORISATION AND ADMINISTRATION OF MEDICATION

This form must be completed by a Parent/Guardian and will be valid for the **2027** school year indicated above unless an updated form is provided.

Full name of child_____ Date of Birth_____

Reason for Medication_____

I _____ give Clarence Children's Services permission to give my child his/her medication as detailed below:
Full name of Parent/Guardian

AUTHORISATION OF MEDICATION *to be completed by Parent/Guardian

Name of the medication/s	Date/s dosage to be administered	Time or circumstance when mediation should be administered	Dosage to be administered each time	Instructions for administration of medication	If this is a narcotic substance, please indicate in this column Y/N	Date/time the medication was last administered?	Parent's Signature	Date

ADMINISTRATION OF MEDICATION *to be completed by Educator and signed by parent in acknowledgment when collecting their child

Full name of child_____ Date of Birth_____

Name of medication	Medication label consistent with parent's authorisation yes/no	Date dosage administered	Time dosage administered	Dosage administered	Name and signature of person measuring and administering medication	Name and signature of witness to measurement and administration	Method of administration & comments	Signature of parent/person collecting child, acknowledging that they have seen the medication record

Medication will only be administered if it is in the original container with the original label and instructions that can be clearly read and before the expiry or use by date.
(Education and Care Services National Regulations Regulation 95)

- The label must contain the child's name
- Parents must provide any verbal or written instructions provided by the medical practitioner.
- Any prescribed medication, including non-prescription medication e.g. antihistamines, must be authorised by a Parent/Guardian on our "Authorisation and Administration of Medication" form - This is obtained from our website www.ccc-children.com.au

If a Child is diagnosed with asthma or anaphylaxis and an emergency occurs, the Nominated Supervisor or other educators may administer emergency first aid without making contact. Educators will notify the child's parents and/or emergency services as soon as possible.
(Education and Care Services National Regulations - Regulation 94)

Form Updated 8/11/2023