



PERMISSION TO SELF-ADMINISTER MEDICATION

Work Area:	Children's Services
Revision Number:	CS-0061.A
Last Modified:	June 2015

Medicine will only be administered if all relevant information is recorded and information is correct and legible. Medication needs to be in the original container and labelled with the child's full name (for prescription medication) or supported by a letter/certificate from an authorised Medical Practitioner (for non-prescription medication). The name of the medication and the instructions on the original container must be clearly legible and visible.

Please inform staff that your child requires medication and give the medication to the staff before leaving the centre.

SECTION 1 – PARENT/GUARDIAN TO COMPLETE

Child's Name:	Date of birth:
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Name of Medication:

Date Prescribed:	Expiry Date:
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Reason medication is required:

How medication is to be administered (eg medicine cup or syringe, sitting/lying down, with food etc):

Time and date last given:	Dosage:	Date and time (or circumstances) for it to be given:
	Dose 1:	Dose 1:
	Dose 2:	Dose 2:
	Dose 3:	Dose 3:

I give permission for my child to self-administer their medication as detailed in this form. I understand that staff check the medication label, dosage and expiry date of all medications. I understand that the medication must not be kept in the child's bag and that where possible/appropriate staff will supervise the child administering the medication.

Parent Name: Parent Signature:
Date:

SECTION 2: STAFF TO COMPLETE

Child identity and medication label and expiry date checked:

Name of Staff 1: Signature Staff 1:
Date:

Name of Staff 2: Signature Staff 2:
Date:

SECTION 3: CHILD TO COMPLETE AND STAFF TO WITNESS AND SIGN

Dose 1

Dose taken:	Date and time taken:
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Child's Signature:

Witnessed by:
Name of Staff: Signature Staff:



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Dose 2

Dose taken:	Date and time taken:
Child Signature:	
Witnessed by:	
Name of Staff:	Signature Staff:

Dose 3

Dose taken:	Date and time taken:
Child Signature:	
Witnessed by:	
Name of Staff:	Signature Staff: