



Administration of Medication TriPLICATE Book

Copy for:

- Parent
- Service Unit
- Educator

Administration of Medication Record														
Child's name: <i>Joe Butler</i>						Date of birth: <i>20/3/2013</i>		Comments:						
To be completed by the parent/guardian						To be completed by the educator when administered								
Name of medication	Last administered		To be administered (or circumstances to be administered)		Doseage to be administered	Method of administration	Signature of parent/Guardian	Medication administered		Doseage Administration		Method of administration	Name of educator administering	Signature of educator administering
	Time	Date	Time	Date				Time	Date	Time	Date			
<i>Paracetamol</i>	<i>8am</i>	<i>7/6/16</i>	<i>12</i>	<i>7/6</i>	<i>10ml</i>	<i>syrup</i>	<i>J. Butler</i>	<i>12pm</i>	<i>7/6</i>	<i>12pm</i>	<i>7/6</i>	<i>syrup</i>	<i>Deb Casey</i>	<i>DCasey</i>
<i>Amoxyl</i>	<i>7am</i>	<i>8/6</i>	<i>10am</i>	<i>8/6</i>	<i>12ml</i>	<i>syrup</i>	<i>R Smith</i>	<i>11am</i>	<i>8/6</i>	<i>12pm</i>	<i>8/6</i>	<i>syrup</i>	<i>Deb Casey</i>	<i>DCasey</i>

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This is the individual booklet (or kit re-fill) for the Family Day Care Educator Compliance Kit Administration of Medication Record TriPLICATE Book (20 sets).

Use this record book to easily make records of children’s medications. There is an easy tear-off top copy for you to submit to parents and another copy for your service provider and the coloured copy which can stay in this book for the Educator’s records. You are required to keep these records until the end of 3 years after the child’s attendance.

As an Educator, even accidental non-compliance may be penalised - make sure your service is doing the right

- Use in conjunction with the Family Day Care Compliance Checklist Diary
- Use in conjunction with the Weekly Programming and Reflection Diaries
- Tear out top copy for parents, give a copy to service admin & keep a copy

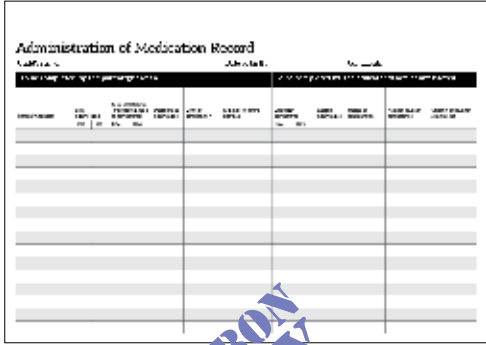
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C: Administration of Medication Record

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Review ACECQA's comments on your obligations under the regulations and law. (*ACECQA: Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011* - version June 2014)

Administration of medication

National Law: Section 167 (protection from harm and hazards)

National Regulations: Regulations 92-96, 178, 181-184

Medication (including prescription, over-the-counter and homeopathic medications) must not be administered to a child at a service without authorisation by a parent or person with the authority to consent to administration of medical attention to the child.

In the case of an emergency, it is acceptable to obtain verbal consent from a parent, or a registered medical practitioner or medical emergency services if the child's parent cannot be contacted. In the case of an anaphylaxis or asthma emergency, medication may be administered to a child without authorisation. In this circumstance, the child's parent and emergency services must be contacted as soon as possible.

The medication must be administered:

- from its **original container** before the **expiry or use-by date**
- in accordance with any **instructions attached** to the medication or provided by a **registered medical practitioner**
- for prescribed medications, from a container that bears the **original label with the name of the child** to whom it is prescribed
- with a **second person checking the dosage** of the medication and witnessing its administration
- details of the **administration must be recorded** in the medication record.

In the case of a **family day care service**, or a service that is permitted to have only one educator, a **second person is not required to check the dosage and witness** the administration of the medication.

The National Regulations set out requirements for confidentiality and the storage of medication records.

A child over preschool age may self-administer medication under the following circumstances:

- written authorisation is provided by a person with the authority to consent to the administration of medication
- the medical conditions policy of the service includes practices for self-administration of medication.



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IMPORTANT: While Best Practice Family Day Care Resources will assist educators in meeting the standards, Family Day Care Educators should always refer to and abide by their own Scheme's Policies & Procedures.

Administration of Medication Record



A4 Landscape - Triplicate 20 sets

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