



Windermere®

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Medication Administration Record

In the interest of Children's safety and well-being, the centre shall only administer medication if in its original container with the dispensing label attached listing the child as the prescribed person, strength of the drug, frequency of the dose and the prescribing doctor's name. This applies to all medication; regardless of whether they are non-prescribed i.e. cough medicine or paracetamol and prescribed i.e. antibiotics.

Please refer to Windermere's medication policy for further information, noting that an educator may not administer medication to a child for the first time.

Child's name: Date of Birth: / / Age:

To be completed by the parent / guardian

Date	Name of medication	Reason for medication	Expiry Date	Storage requirements	Last administered		To be administered		Dosage to be administered	Method of administration	Parent/Guardian/ Authorised persons name	Signature
					Date	Time	Date	Time				



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To be completed by the educator when medication is administered

Name of medication administered	Expiry Date	Dosage administered	Method of administration	Date	Time	Name of person administering (Staff/Educator)	Signature of person administering	Name of Witness (if required)	Signature of witness (if required)	Parent/Guardian/Authorised persons name	Signature

Long Term Condition

Any child that is to be given medication by centre staff on a permanent basis must have their plan reviewed in centre every 12 months.

Parents will inform staff immediately if their child's care plan has changed and provide the centre staff with a completed Authority to Administer Medication form with the changed details.

Name: (Parent/Guardian)

Signature: Date: / /