

Long term administration of medical treatment

Medicines administered in the setting will usually be prescribed by a health professional. They should be in their original packaging with the name, date, dose and batch number clearly visible.

|  |  |
| --- | --- |
| Full name of child |  |
| Name of medication or treatment to be administered |  |
| Medication issue date |  |
| Medication expiry date  |  |
| Dose to be administered |  |
| Time of dose |  |
| Name of staff administering medicine |  |
| Review date |  |
| Training given by  |  |
| Signature of trainer |  |
| Training update |  |
| Any special instructions |  |
| Parent or carer signature (and date) |  |
| Childcare provider signature (and date) |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date, time and dose medicine was last administered by parent or carer | Signature of parent or carer | Date, time and dose for medicine to be administered by Provider | Signature of staff member administering medicine | Signature of parent or carer | Comments  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |