

Where your child requires medication during our service hours, please see important info below.

Where these requirements are not met, medication will **not** be administered.

Medication must be handed to educator from a Parent/Guardian (or other authorised nominee on the family FullyBooked account that has permission to "Authorise administration of medication")

How should medication be provided to the service?

- Medication must be in its original packaging (cannot be in containers/ziploc).
- Medications must have the original pharmacy label with the name of the child to whom the medication is to be administered and clear instructions.
- Any changes to the instructions on the original packaging, must be supported by a letter from the doctor with the new instructions.
- Where tablets need to be split, we prefer a webster pack, but if not possible, a tablet splitter must be provided.
- Medication must be in date and not expired/past use by date.

What documents am I required to complete?

Parents/Carers must complete a **Medication Record Form** on drop off that includes:

- Name of child
- Name of medication
- Details of the date, time and dosage to be administered.
- Where applicable, the time of last dosage.
- Where required, indicate if the child is allowed to administer the medication themselves or have an educator do it.
- Signature of family member

Where a Medication comes under Schedule 8 Medications, a **Medication Supply** is to be completed by a Peak Educators in conjunction with Parent/Guardian. E.g. Concerta[®], Ritalin[®], Vyvanse[®], Dexamfetamine. The supply amount must be counted and recorded.

Please allow extra time to complete this process on drop off.

Note: Please ensure your child's record in Fullybooked is up to date with dosage, times, and medication names, even if medication is taken outside of care hours.



Please access our important policies below from our website:

<https://www.peaksportslearning.com.au/policies-procedures>

CHILDREN'S HEALTH AND SAFETY

Administration of Medication Policy

Medication Record:

Important

- Every single box/line must be filled in on the Medication Record form including last time administered.
- Parents must sign daily – it cannot be prefilled for future days.

Medication Record

Childs Name: Date of birth: Age.....

Prescribed medication must have the Doctor's instructions/ pharmacy label on the package with the dosage amount and child's name.

Is this medication *frequent*? E.g., regular daily medication or *infrequent*?

To be completed by the parent/guardian						To be completed by the educator when administered			
Name of medication	Last administered (this MUST BE FILLED IN)		To be administered (or circumstances to be administered)		Signature of parent/Guardian	Medication administered	Dosage Administration	Method of administration e.g. oral, self-administered	Name of educator administering
	Time	Date	Time	Date					

Medication Supply:

Where a Medication comes under Schedule 8 Medications, the supply amount must be **counted and recorded** on a Medication Supply. E.g. Concerta®, Ritalin®, Vyvanse®, Dexamfetamine.

Important

This record is to be completed by a Peak Educator in conjunction with the Parent/Guardian whenever a Schedule 8 medication is delivered to the service or collected from the service.

Supply Amount	Date	Parent Signature:	Staff Initial:	Tick if collected from Service and start a new record on next line	Return Amount
No. of tablets:	___/___/___			<input type="checkbox"/> Collected on date: ___/___/___	No. of tablets: