



Medication Agreement Template

for Early Childhood Education and Care (OSHC, Preschool & ELC)

CONFIDENTIAL

This information is confidential and will be available only to relevant staff and emergency medical personnel and, if required, by the Regulatory Authority. *Medication Agreements that are modified, overwritten or illegible will NOT be accepted.*

The legal guardian can complete the medication agreement authorising Early Childhood Education and Care (ECEC) service staff to administer medication as instructed. All sections of the 'Authorisation' section must be checked to confirm authorisation to administer in an ECEC service by the legal guardian. *A treating health professional may assist the legal guardian to complete this form.*

A registered health professional (i.e. medical consultant, specialist nurse, GP, Dentist) **must** complete the 'Agreement' section below for **all** medication, including any Controlled Drug (S8) (including morphine, dexamphetamine and codeine), where oxygen or insulin is required to be administered in education or care, or where pain relievers (paracetamol or ibuprofen) are required to be administered regularly or for more than 72 continuous hours,

PARENT/GUARDIAN TO COMPLETE:

ECEC service:			
ECEC email: (if known)			
Name of child or young person:			
Date of birth:		Date of next review:	
Allergies:			
MEDICATION INSTRUCTIONS			
<i>The medication instructions must match EXACTLY the pharmacy label on the medication or medication will not be administered</i>			
Medication name		TIME(S) <i>To be administered within ½ hour of specified time(s):</i>	
Form (<i>liquid, tablet, capsule, lotion, oxygen, inhaler, injection</i>)	Route (<i>skin, oral, inhaled, gastrostomy, subcutaneous</i>)		
Strength (<i>mg or mg/ml</i>)	Dose (<i>the number of tablets or mls must be written</i>)	Start date	
Other instructions for administration (<i>when not appropriate to administer; how to administer i.e. with food; any changes to medication prior to administration i.e. crushing</i>)		End date <i>Medication Agreement ceases to be valid as at this date. Not required for long term medication.</i>	
AUTHORISATION AND RELEASE			
<input type="checkbox"/>	The medication documented above is required to be administered during attendance at the ECEC service.		
<input type="checkbox"/>	The medication documented above is NOT a Controlled Drug (S8), oxygen, insulin or pain relief that requires administration for more than 72 continuous hours (if it is yes, 'Agreement' section must be completed by a health professional).		
<input type="checkbox"/>	Where the medication is a prescription medication; the medication has been prescribed for a current health condition.		
<input type="checkbox"/>	I confirm this medication has been administered to my child previously (a first dose cannot be administered in an ECEC service).		
<input type="checkbox"/>	My child is well enough for school (no active fever, no diarrhoea or vomiting, able to eat and drink as per normal, enough energy to participate throughout the day) and if there is a change in my child's health condition I will be called to collect them.		
<input type="checkbox"/>	I understand the medication provided must have a pharmacy label that matches the information in the Medication Agreement or the medication will not be administered.		
<input type="checkbox"/>	I approve the release of this information to supervising staff, emergency personnel (if required) and (if required) to the Regulatory Authority.		
<input type="checkbox"/>	I authorise the medication as instructed above to be administered in the ECEC service setting.		
<input type="checkbox"/>	I certify the above statements are true and correct.		
Legal guardian			
_____		_____	
First name (please print)		Family name (please print)	
Email address or signature:		Date:	

AGREEMENT: REGISTERED HEALTH PROFESSIONAL TO COMPLETE *			
<input type="checkbox"/>	I agree the medication instructions as written above are appropriate for administration in the ECEC service setting		
<input type="checkbox"/>	I authorise delegation to the WCHN Access Assistant Program/RN Delegation of Care Program (if required)		
Telephone	(<i>print name & practice/hospital or stamp</i>)	Date	
		Professional role	
		Email address or signature	

*** This form must be completed by a Registered Health Professional for all medication, including Controlled Drugs (S8), oxygen, insulin or pain relief required to be administered regularly or for more than 72 hours.**