





GUIDELINES

When completing forms:

1. Date – refers to the date the form is being completed by the parent.
2. Name of child – refers to the child receiving the medication.
3. Medicine – Refers to the name of the medicine, so it can be cross checked prior to administration.
4. Directions for administering the medicine – refers to how to administer the medication i.e. using a medicine cup, spacer or any other details that may be relevant.
5. Person authorised to administer medicine – The person the parent/whānau has requested provide this medication.
6. Period of administration – The period of time for which the medicine is to be administered. This should be a maximum of a three-month period for Category iii medications, with parents re-confirming Medicine Agreements at least every 3 months for these medications.
7. Training provided to person authorised (Date) – the date the parent/whānau provided training to the person authorised to administer the medication.
8. Parent Signature – to confirm all information is accurate and provide permission for the medicine to be administered.

REFERENCES

Playcentre Aotearoa's Health & Safety Policy

Playcentre Aotearoa's Termly Health & Safety Checklist

Education (ECC) Regulations 1998

Education (ECS) Regulations 2008

Licensing Criteria for Centre-based Education and Care Services 2008

