



Medication Form

- Complete at registration in BLOCK CAPITALS
- Medication cannot be administered without parent/guardian permission
- All medication to be clearly labelled with the name of the child, type of medication, date of expiry and in a suitable storage container or cool bag
- Auto-injectors or needles - training must be given by the parent to First Aider

| | | |
|-------|--------------|-------------|
| Venue | Child's Name | Child's Age |
|-------|--------------|-------------|

| Type of medication | Dose & Frequency | Notes |
|--------------------|------------------|-------|
| | | |
| | | |
| | | |

I give permission for Kings Camps staff to administer the above medication in my absence:

| | | |
|-----------------|------|------|
| Signed (Parent) | Name | Date |
|-----------------|------|------|

Medication Administration Record

To be completed during the day by Kings Camps First Aid contracted staff member(s)

| Date | Time | Dose | Administered by |
|------|------|------|-----------------|
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Auto-injector Agreement

- Complete at registration in BLOCK CAPITALS
- This agreement is between Kings Camps and the child's parent/guardian
- Auto-injectors or needles - instruction must be given by the parent to First Aider

| | | |
|---------|----------------|-------------|
| Venue | Child's Name | Child's Age |
| Allergy | Signs/Symptoms | |

Emergency Contact Information

| | |
|-------------------------------------|--|
| Name (primary contact) | |
| Contact Number | |
| Name (secondary contact) | |
| Contact Number | |

Parent/Guardian Responsibilities

- Parent/guardian must give Kings Camps staff suitable and in-date medication/auto-injector and collect it at the end of each day
- Regularly remind your child to refuse any food/drink items offered to them by others
- Provide your child with adequate food/drink to consume during their attendance
- Transfer medical information to the staff caring for their child (causes, how to spot symptoms, how to administer medication)

Kings Camps Responsibilities

- First Aid contracted staff trained to use an auto-injector prior to camp starting
- Staff briefed about child's condition as detailed in this contract
- Staff to take reasonable steps to ensure children do not eat food items from others
- Staff will ensure the child's medication is with them throughout the day and will pass it to other staff should the child change group
- First Aider/Manager briefed to identify symptoms related to an allergy or reaction and have the knowledge to administer appropriate medication
- In the event of a severe reaction, the child's condition will be reported to the First Aider/Manager who will contact the emergency services and parent/guardian as appropriate
- Known information about child's medical history passed to emergency services if required

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|-----------------|------|------|
| Signed (Parent) | Name | Date |
|-----------------|------|------|