



Letter for Medical Practitioner

Dear Sir or Madam,

To comply with the regulations under the Educational and Care Services National Law, Stepping Stone Childcare & Early Development Centre requires notification in writing by a Medical Practitioner for the administration of **any** medication to a child while attending our facility.

For administration of **over the counter medication** under the direction of the parent or guardian we require the following to be completed – this will be updated every 6 months until the child is 24mths and then every 12 months or as required.

Re: (insert child's name)

Date of Birth / /

Name of Medication

To be administered when the child is displaying the following symptoms

.....
.....

Dosage to be administered:

Frequency:

This can be administered at the direction of (insert parent/guardians)

.....

Name of Medical Practitioner:

Name and Address of Surgery:

..... P/C

Contact Number:

Signed: **Date:** / /

Surgery Stamp: