



**PARKS  
RECREATION  
& CULTURE**

## PERMISSION TO ADMINISTER MEDICATIONS

(To be filled out for each medication and only if medications need administering during program time)

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Administration Instructions

Physician Name (if prescribed): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Medication Name: \_\_\_\_\_ Prescription Number (if applicable): \_\_\_\_\_

Dosage: \_\_\_\_\_

When to administer: \_\_\_\_\_

How to administer: \_\_\_\_\_

What to do if dosage time has passed: \_\_\_\_\_

The impact of a dosage missed: \_\_\_\_\_

The side effects of the medication: \_\_\_\_\_

### Medication Record

Date	Time	Dosage	Comments	Staff

### Emergency Treatment Procedures are:

- 1. Call BC Drug and Poison Information Centre 1-800-567-8911** Give medication information, nature of what occurred, and ask if 911 is to be called.
- 2. Call 911** if needed. Tell them what has happened. Ask them to send an ambulance immediately.
- 3. Call contact person.**
- 4. Any other instructions:** \_\_\_\_\_

### Emergency Contact Information

Name	Relationship	Home Phone	Work Phone	Cell Phone

The undersigned parent/guardian hereby authorizes Ladysmith Parks, Recreation and Culture staff to administer medication to the above named child in the event of an anaphylactic reaction as described above.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Personal information you provide on this form is collected under the authority of the Community Charter and will only be used for the purposes of the Parks, Recreation and Culture camp program. Your personal information will not be released except in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of your personal information may be referred to the Manager of Legislative Services, Town of Ladysmith, Box 220, Ladysmith, BC V9G 1A2, 250-245-6400.

**British Columbia Drug and Poison Information Centre 1-800-567-8911**