

PARENTS/CARERS GUIDE TO ADMINISTERING MEDICATION AT SCHOOL

If your child needs medication to be administered while at school, we require the following to be provided to your child's classroom teacher. If we do not receive this information, we may be unable to administer the medication and a parent/carer may have to attend the school to administer to medication in person.

- **Correctly filled out Medication Authority Form signed by yourself and your child's doctor** (These are available from your child's teacher, administration office and downloadable from the school website.)



Medication Authority Form
for a student who requires medication whilst at school

This form is to be completed by the parent/carer and the student's doctor. It is to be provided to the school for the teacher to use to administer the medication to the student.

Name of Student: _____ Date of Birth: _____

Medication Name: _____ Dose and Time: _____

Medication Name	Dose	Time to be taken	Frequency

Medication Storage: _____

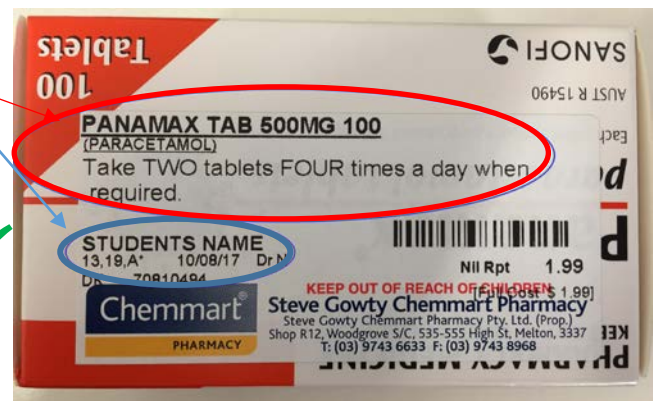


Authorisation

Name of Medical/Health Practitioner: _____
Professional Role: _____
Signature: _____
Contact Details: _____

Name of Parent/Carer or adult relative (if any): _____
Signature: _____
Date: _____

- Medication that is in the original blister pack and box with a Pharmacy label that states:
 - the Student's Name,
 - Date of Birth,
 - Name of Medication,
 - Dose and time to be taken,



If your child is going on camp and needing medication it is a requirement that all medication is in its original packaging as above, accompanied with the correctly filled out Camp Medication Authority. If we do not receive it this way, your child **MAY NOT** be able to attend.

All medication **MUST be handed directly** to your child's Teacher or Administration Office. No medication is to be transported to school in your child's school bag or via the school buses.

If you wish to view the school's Medication Policy in full, it is available on the school's website and in hardcopy from the Administration Office. If you wish to view your child's medication administration records please contact your child's teacher.