



### Request to Administer Medication at School

**Student Name:** \_\_\_\_\_ **Date of Birth :** \_\_\_\_\_

**Allergies:** \_\_\_\_\_ **Year Level:** \_\_\_\_\_

Please list all medications that your child requires during school hours. Please also list medication administered at home and any emergency medications.

<b>Name of medication</b>			
<b>Strength (eg 10mg)</b>		<b>Time/s to be given at school</b>	
<b>Dosage (eg 1 tablet)</b>		<b>Time/s given at home</b>	
<b>Route (eg oral, via PEG)</b>		<b>Other useful instructions or information</b>	

**Parent/Guardian Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date :** \_\_\_\_\_

I hereby request that school staff administer the necessary medication to my child while at school. I agree to notify the school, in writing, if there are any changes in the above medication.

**Authorising Practitioner Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date :** \_\_\_\_\_

**NOTE:**  
 For **school staff** to administer over-the-counter medication, **authorisation is required** from a medical practitioner. The following points are for security and safety purposes.

- The parent notifies the school in writing to administer medication. This may include written guidelines from the prescribing health practitioner, including potential side effects or adverse reactions.
- Provide medication in **original pharmacy labelled container** to the school.
- Ensure medication is not out of date and has an original pharmacy label with the student’s name, dosage and time/s to be taken.
- Notify the school in writing when a change of dosage is required. This instruction is to be accompanied by a letter from a prescribing health practitioner or change of label from a pharmacist.
- The student has received a dose at home without ill effect.
- Advise the school in writing and collect the medication when it is no longer required at school.
- Where parents are working with a prescribing health practitioner to determine a dose for that day (e.g. insulin, Rivotril) parents will provide a letter from the prescribing health practitioner instructing that parents will be responsible for notifying the school of the adjusted dose.
- This form will be reviewed annually or as the students is prescribed a change in medication.