



REQUEST TO ADMINISTER MEDICATION

(To be completed by parent/guardian for any medication to be given to their child)

Where possible, student medication should be administered by parents at home at times other than during school hours.

No medication will be administered in school hours except by prior written agreement.

It is the responsibility of parents to ensure that all prescribed medications are contained in properly labelled containers showing the name of the medication, student's name, student's class, dosage, frequency and the expiry date and to ensure that all medications are kept up to date.

The school will store medications securely.

Action plans for conditions such as asthma and anaphylaxis must be signed by your doctor as required.

Please ensure writing below is legible.

Name of parent/guardian:	
Name of student:	Class:
Date of birth:	Name of medical practitioner:
Medical practice details:	
Medical condition being treated:	
Name of medication:	Expiry:
Dose:	Time(s) to be taken:
Other information relevant when administering (i.e., must be taken with food):	
Commencement date (i.e., current date):	
Conclusion date (e.g., date or "until further notice"):	

IMPORTANT

A new request/record agreement will be required if:

- the dose or medication type is altered;
- the regime is re-started/continues following the expiration of this request;
- at the beginning of each new calendar year.

It is the responsibility of parents/guardians to provide the correct drug properly labelled. Improperly labelled drugs will not be administered.

It is also the responsibility of the parent/guardian to ensure medication is replaced before the expiry date, as staff cannot administer medications which are past their expiry date.

Parent/guardian signature:

Date:

Principal signature:

Date: