



GREENBANK STATE SCHOOL

Updated January 2017

REQUEST TO ADMINISTER MEDICATION TO STUDENTS

Students Name: _____ D.O.B: _____

Condition: _____ Class: _____ Date: _____

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

Name of medication	Strength (eg 10mg)	Dosage (eg 1 tablet)	Route (eg. Oral)	TIME/S TO BE GIVEN AT SCHOOL	Time/s given at home	Doctors letter Required/ provided

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.

Parent/Carer (Print Name) _____ Phone No: _____

Signature: _____ Date: _____

Authorising Medical Practitioner (if required)

PRINT NAME: _____ Phone No: _____

Special Instructions: _____

NOTE:

FOR SCHOOL STAFF TO ADMINISTER OVER THE COUNTER MEDICATIONS, WRITTEN AUTHORISATION IS REQUIRED FROM A MEDICAL PRACTITIONER. MEDICATION MUST BE IN THE ORIGINAL CONTAINER WITH CHEMIST LABEL STATING NAME, DOSAGE AND TIME/S TO BE TAKEN.

This includes: Panadol, Nurofen, Antihistamine, Cough/Cold Medications, Ear/Eye drops, any skin creams ETC.

The following points are for security and safety purposes, and are requirements of the [Health \(Drug and Poisons\) Rego/at/on 1996 \(Q1d\)](#).

- 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 LABELED 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- **Ensure medication is not out of date and has an original pharmacy label with the student's name, dosage and time/s to be taken**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 student is prescribed a change in medication.