

# 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.**

Name of medication	Dosage (e.g. 1 tablet)	Strength (e.g. 10mg)	Route (e.g. oral)	Time/s to be given at school	Time/s to be given at home	Other useful instructions

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

Parent/Guardian 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: \_\_\_\_\_

Authorising Practitioner 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 purpose and are requirements of the Health (Drug and Poisons) Regulation 1996 (QLD).

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- Ensure medication is not out of date and has an original pharmacy label with the student's name, dosage and time/s to be taken.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

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