



Request to Administer Prescribed Medication in School

Parents/carers are encouraged to administer medication to their child outside of school hours. E.g. if medication is required three times a day, this can be given before school, after school and at bedtime.

If medication is required more frequently (e.g. four times a day or more), parents/carers can request for medication to be administered in school by completing this form and returning it to the school office.

Name of child: _____ Date of birth: _____

Child's school: _____ Year/Class: _____

Medical condition/illness: _____

Name/type of medication: _____
(as described on container)

Date medication dispensed: _____ Expiry date: _____

Dosage and time/s: _____
(as described on container)

Duration of administration: _____

Does the medication need to be stored in the fridge? _____

Are there any side effects school should know about? _____

Does your child have any underlying health conditions? _____

School will endeavour to administer medication at the stated times, however parents and carers should be aware that due to the demands of a school day, this cannot be guaranteed. If your child refuses their prescribed medication, staff will not force them to take it.

Any changes to dosage will only be made in accordance with the instructions on the dispensed container or written instruction from a doctor.

Parents and carers will be asked to collect any unused medication after the duration of administration has ended. Any uncollected medication will be taken to a chemist for safe disposal.

Parent/Carer declaration

The information supplied above is, to the best of my knowledge, accurate at the time of writing and I give consent for school staff to administer prescribed medication to my child in accordance with this information.

Name of parent/carers: _____

Signed: _____ Date: _____

For office use only

Authorised in school by: _____ Role: _____

Signed: _____ Date: _____