Dear Parents,

Attached is a copy of forms required for the administering of student medication. Please disregard any previous forms, and retain these new forms, so if the need arises for medication to be administered you will be aware of the documentation required. All forms must be completed in full and forwarded to the office. Prescribed medication is to be handed in at the office. All prescribed medication must be in original packaging and clearly marked with the student’s name. Students requiring medication for asthma, diabetes, epilepsy, ADHD, allergies, bee stings, etc. should complete the relevant form as soon as possible.

For prescribed medication, it is important that the Doctor prescribing the medication is aware that school staff will administer or supervise the administration of medication to students. The doctor is to provide any additional information to staff regarding special requirements that may exist for the administration of the medication. If the ‘Prescribed Medication Permission Form’ is not completed at the time of visiting the doctor, the parents/guardians have 3 full school days to complete the form and hand it to the school, otherwise administering of the medication will cease. When a ‘Prescribed Medication Permission Form’ has not been completed a ‘Student Medication Request/Record Form needs to be completed. This form is only valid for 3 full school days.

After full consultation and agreement with the School Board, St Bernadette’s staff will not either: a/. supervise the administering of non-prescribed medication or b/. administer non prescribed medication. If parents feel they need to administer non-prescribed medication, they will need to do so immediately prior to school, or organise to administer it themselves in person. As a general rule, if a student is ill enough to require medication they probably either need to stay home or go to a Doctor to seek medical assistance.

Non-prescribed medication includes analgesics, pain suppressants (e.g. Aspirin and Paracetamol), cough suppressants and any medicine obtained without a Medical Doctor’s authorisation. They can have undesirable side-effects. Aspirin must never be administered to a student without a medical practitioner’s written permission.

Prescribed medication should only be sent to school if administration is required more than three times a day or specific times have been requested by the prescribing doctor. Whenever possible, student medication should be administered by the parent/guardian, at home in times other than school hours. Whilst every effort is made to ensure administration of prescribed medication is done within CEOWA guidelines, the school does not accept any responsibility for the administration of medication.

Yours sincerely,

Maureen Barrett
Principal
PRESCRIBED MEDICATION Permission Form

STUDENT NAME: _______________________    DATE OF BIRTH: ___________

MEDICAL CONDITION:
These instructions are requested from the prescribing doctor to enable the school to maintain its
duty of care when administering prescribed drugs to students whose condition would otherwise
preclude attendance at school.

Doctor: _______________________________________________________________________
Address: _______________________________________________________________________
Telephone: ___________________________ Fax: ______________________________

DOCTOR TO COMPLETE:
I have prescribed the drug _______________________________________________________
for _____________________________________________________ to treat the condition of
(Name of student)
____________________________________________________________________________
This drug needs to be administered ________________________________________________
(Dose) (Frequency/time)

Are special arrangements necessary to administer the drug or monitor the student after drug
administration? Yes No

If so, please provide details below:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
_________________________________________ __________________
Signature of prescribing doctor Date

Note to parents: If this section is not completed at the time of visiting the doctor, the parents have 3 full school days to complete
this form and hand it to the school, otherwise administering of the medication will cease.

Administration Signature .........................................................................................
STUDENT MEDICATION REQUEST/RECORD

Where possible student medication should be administered by the parent/guardian at home in times other than school hours. As this is not possible in all instances, before the Principal approves school staff to administer prescribed medication to students, the following requirements must be met.

1. The doctor prescribing the medication is to be aware that school staff will administer or supervise the administering of medication to students.
2. The doctor is to provide **in writing** any additional information to staff regarding special requirements that may exist for the administration of the medication.

Prescribed student medication is to be presented to the school office.

*The medication must be in original packaging (showing dosage and Frequency of administration) and placed in a resealable plastic bag or container with the student’s name CLEARLY MARKED.*

I ________________________ being the parent/guardian of student __________________
request that a staff member administer the following medication as prescribed by Doctor ____________________ for the purpose of treating ____________________ (Condition)

Name of medication: ______________________________________________________
Dose: _________________________________________________________________
Time to be taken: _______________________________________________________
Comments: _____________________________________________________________

Signature of parent/guardian: ___________________________________________
Date: __________________________________________