



St Joseph's Wandal Catholic Primary School
4 Herbert Street
Rockhampton Qld 4700

Administration of Medication to Student

Important Information -

For school staff to administer over-the-counter medication, authorisation is required from a medical practitioner. An original pharmacy label with the child's name, dosage and time to be taken can be accepted as authorisation.

Student's Name		Class	
Date of Birth			
Doctor/ Pharmacist			
Name of Medication			
Dosage			
Time Required		Date Required	

Please note:

The following points are for security and safety purposes, and are requirements of the Health (Drug and Poisons) Regulation 1996 (Qld).

- The parent/guardian 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- Ensure medication is not out of date and has an original pharmacy label with the student's name, dosage and time/s to be taken.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 parent/guardians are working with a prescribing health practitioner to determine a dose for the day (e.g. insulin, Rivotril) parents/guardian 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.

Signature of Parent / Guardian

Date