



St Cecilia's Catholic Primary School

AUTHORITY TO ADMINISTER PRESCRIBED MEDICATION

Where possible, student medication should be administered by the student or be administered by the parent/guardian at home in times other than during 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.
3. The Doctor should provide in writing all information of any side effects of medication and consequences of providing medication when it is not necessary.
4. Prescribed student medication is to be presented to the Office and should be stored in a container clearly showing the name of the student, the name of the medication, the dosage and frequency.

I _____ being the parent / guardian of student _____ Year: _____ request that staff at St Cecilia's Catholic Primary School administer the following medication as:

Prescribed by Dr: _____

Name of medication: _____

Dose to be given: _____

Time to be given: _____

Reason for medication: _____

Comments: _____

If the medication is to be repeated within on week (Mon to Fri) please write repeat times:

DATE	INITIAL	DATE	INITIAL	DATE	INITIAL	DATE	INITIAL

Signature of Parent / Guardian: _____ Date: _____

*Any additional information to be attached

STAFF USE ONLY:

DATE GIVEN	TIME GIVEN	DOSE GIVEN	MEDICATION	SIGNATURE