

2015 REQUEST TO ADMINISTER MEDICATION

No medication will be administered to any child until this form, with all details is completed and handed to the child's teacher.

Child's Full Name: _____ Grade: _____

Teacher's Name: _____

Reason for Medication: _____

Name of Medication: _____ Dosage: _____

Time/s at which medication is to be administered:

Play time 11.05am Lunch time 12.30pm Other Time/s _____

When required per Asthma Action Plan. When required per Anaphylaxis Action Plan

Start Date: ___/___/2015 End Date: 19/12/2015 Other ___/___/15

Please Note: All requests for medication must provide a start date and an end date no later than the last day of the current school year (i.e. 19/12/2015).

Where is medication to be kept at school? Sick Bay Fridge Sick Bay Medicine Cupboard
 Child's School Bag Child's Classroom Out of School Hours Care Other _____

Medication to be administered by:

Child (eg asthma puffer) Classroom teacher First Aid Officer OSHC Staff

Please provide any other information that the teacher should be aware of? _____

I have supplied the above medication & request that my child be administered this medication in accordance with the directions on the pharmacy label or manufacturer's instructions or Asthma Anaphylaxis Action Plan that are reflected, as I have detailed above.

Signed: _____ Date: ___/___/2015
(Parent/Guardian)

OFFICE USE ONLY

Copies provided for:

Medicine Bag (Copy) Classroom teacher (Copy)
 Specialist Teachers (Copy) F/A Clinic/Sick Bay (Original)
 Out of School Hours Care (OSHC)(Copy) _____ (Copy)

Received by: _____

Handy Hints - Bringing medication to school.

1. Please ensure that a 'Request to Administer Medication' Form is completed for your child taking a prescribed or unprescribed medication. (Forms are available from the Office)
2. Ensure your child carries their medication in its original packaging (i.e. packet, bottle, etc.). This packaging has a pharmacy label attached giving details of the medicine, dosage, administering time and your child's name. *Never give them loose tablets to carry.*
3. If your child is to required to take medicine three times a day, perhaps this could be worked in with Breakfast, straight after school and before bed. This would alleviate the need for medication to be sent to school and much easier for all concerned.
4. Please supply a plastic medicine cup if it's a liquid medication.
5. Place all medication in a plastic bag that is clearly labelled with your child's full name and grade
6. Ask your child to hand their medication to their class teacher who will organise it to be sent to the office. The medication will be stored appropriately in Sick Bay e.g. In the fridge if required.
7. Ask your child to remember to take their medication home, if need be.
8. Ask them to see staff if they don't understand something about their medication.
9. Finally, if their condition doesn't improve, go back to the Medical Officer prescribing their medication for a re-assessment.

