



Student Medication Request/Record

Where possible student medication should be administered by the parent/guardian at home in times other than school hours, administered by the student themselves at school, or else the parent/guardian should come to administer the medication. As this is not possible in all instances, the Principal has approved certain school staff to administer prescribed medication to students, but the following requirements are to be met. Please be aware that children under 6 years of age will not be administered

medication to treat cough and cold symptoms, in accordance with the Therapeutic Goods Administration review of the safety and efficiency of registered over-the-counter cough and cold medicines (15 August 2012).

The doctor prescribing the medication is to be aware the school staff will administer or supervise the administering 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. **The parent/guardian need to complete the form below. Both parts of the form are to be completed and the bottom slip detached and taken to the teacher by the parent/guardian.**

Prescribed student medication that is to be administered by staff should be stored in a container/zip locked bag clearly showing the name of the student, the name of the medication, the dosage and frequency and presented – with this form, to the front office.

Child's Name		Class
Name of Medication		
Prescribing Doctor		
Dosage		
Time to be Administered		Dates to be Administered
Purpose of Medication		
Other Comments or Instructions		

Parent/Guardian Signature: _____

Date: _____

Telephone Number: _____

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Please detach and take to your child's teacher.

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Name of Medication		
Dosage		
Time to be Administered		Dates to be Administered
Purpose of Medication		