

MEDICATION REQUEST/RECORD



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

The doctor prescribing the medication is to be aware that 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 administering of the medication.

Prescribed student medication is to be presented to the class teacher and should be stored in a container clearly showing the name of the student, the name of the medication, the dosage and frequency. The medication will be kept in the school office and administered from the school office.

STAFF ADMINISTRATION OF MEDICATION

I _____ being the parent/guardian of
student _____ request that Loreto Nedlands
administer the following medication as prescribed by Dr _____
for the purpose of treating _____
(condition)

Name of medication: _____

Dosage: _____ Time to be taken: _____

Comments: _____

(Signature of Parent/Guardian) Date: _____

Note: Any additional information should be attached.

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Office use only: Circulation: Class Teacher []

Destroy after: _____
(date)