and any emergency medications.

## REQUEST TO ADMINISTER MEDICATION AT SCHOOL

	clever • skilled • creative
hool Name:	Data of Pirth
udent Name:  ergies:	Date of Birth / / Year Level:

Route Time/s to Time/s given Other useful Strength Dosage Name of medication instructions or (eg oral, via at home be given at (eg 10mg) (eg 1 tablet) PEG) school information

Parent/Carer Print name:	
Signature:	Date:

I hereby request that school staff administer the necessary medication to my child while at school.

I agree to notify the school, in writing, if there are any changes in the above medication.

Authorising Practitioner	DI
Print name:	Phone:
Signature:	Date:

## NOTE:

For school staff to administer over-the-counter medication, authorisation is required from a medical practitioner

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

- The parent notifies the school in writing to administer medication. This may include written guidelines from the prescribing health practitioner, including potential side affects or adverse reactions.
- Provide medication in original pharmacy labelled 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- Ensure medication is not out of date and has an original pharmacy label with the student's name, dosage and time/s to be taken.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 parents are working with a prescribing health practitioner to determine a dose for that day (e.g. insulin, Rivotril) parents 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 students is prescribed a change in medication.

The Queensland Government has established a set of procedures for the collection, use and disclosure of personal information within the Queensland public sector, based on the Information Privacy Principles. The Information Privacy Principles are incorporated into the <a href="Queensland Government's Information Standard 42: Information Privacy">Queensland Government's Information Standard 42: Information Privacy</a>. Last updated: 23/03/10

Queensland Government