



# 2024 Request to Administer Medication at School

Date: 

/	/2024
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<b>Student's Name</b> <i>(This must match name on medication)</i>	
<b>Class/Year Level</b>	
<b>Name of Medication</b>	
<b>Reason for Medication</b>	
<b>Exact Dosage to be Administered</b> <i>(not 'as per box/weight' etc)</i>	
<b>Time to be Administered*</b>	
<b>Method of Administering Medication</b>	
<b>Prescribing Doctor</b>	
<b>Is this Permanent or Short Term Medication?</b>	<input type="radio"/> Permanent <input type="radio"/> Short Term
<b>If Short Term, Duration to be Administered</b> <i>(days/weeks)</i>	

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

I agree to complete a new medication form if there are any changes in the above medication.

**Parent/Carer**

**Print name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**NOTE:**

Scheduled medications (e.g. Ritalin, Dexamphetamine) should be accompanied by a letter from the child's medical practitioner explaining the dosage/time/condition to be treated. **Part doses (eg: ½ tablet) must be cut by pharmacist or parent and provided to the school in blister pack or daily medication container. Health Centre staff are not able to cut tablets.**

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 effects or adverse reactions.
- Ensure medication is not out of date and has an original pharmacy label with the student's name, dosage and time/s to be taken.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.
- Ensure the student has received a dose at home without ill effect.
- Changes in dosage or medication for permanent medications should be initiated over the weekend.
- Medication should be dropped off and collected by a parent.
- This form will be reviewed annually or if the student is prescribed a change in medication.

\*Break times: First Break: Jnr School 10:15am - 11am; Middle/Senior 10:36am - 11:01am  
Second Break: Jnr School 1pm - 1.30pm; Middle/Senior 12.47pm - 1.29pm

<b>ENTERED ON TASS</b>	
DATE	BY