

**Our Lady of the Angels Primary School
Rouse Hill**

Medical Administration Form

To: The Principal
OLA School
1 Wellgate Avenue
Kellyville 2155

Student Name: _____

Class: _____

Date of Birth: _____

Dear Principal

I request the school to administer prescribed medication at school, during school hours, to my child according to the following medication details:-

Medical Condition	
Name of Medication	
Prescribing Doctor	
Times of Administration at School <i>(recess and lunchtimes are preferred times)</i>	
Date for start of school's administration	
Date for completion	
Special instructions	
Self Administered	<input type="checkbox"/> Yes <input type="checkbox"/> No

- I/We agree to enclose this medicine in a resealable plastic bag with child's name and class clearly marked.
- I/We accept responsibility of informing the principal in writing of any change to instructions.
- I/We agree to collect remains of medicine after last date of administration or to have the school dispose of it within two weeks.
- If there are any changes to **ongoing medication** (*medication taken each day at school*) please contact the office for a new form for completion.

Signed: _____ Date: _____

Our Lady of the Angels Primary School Rouse Hill

Administration of Medicines at School

REGULATIONS

For legal reasons the school can no longer accept responsibility for supervising children's medicines at school except under strict regulations:-

1. The school proforma entitled "Administration of Medicine" must be completed every time. A new form must be completed every time there is a change in instructions. A doctor's certificate is required detailing dosage and administration times when prescription medication is needed to be given to a student.

Note The medicine is sent in a resealable plastic bag clearly marked with the child's name and class. At the end of the period specified on the form the medicine is sent home. Any further instructions require a new form.
2. If medication is still needed a new start is made each year. It is the responsibility of the parent to collect the medicines otherwise they will be disposed of after school on the final day of term.
3. Parents can come to the School Office and administer medicines themselves at recess or lunchtimes if needed.
4. *Times for Administering Medicines*
Recess and lunchtimes – 11am and 1.10pm sharp. Except in emergencies and by special arrangements with the principal, parents need to time doses to fit either or both of these times. In the case of an asthma attack or medication kept for emergencies or episodes, of course the medication is given when needed and in keeping with instructions given by the parent on the proforma.
5. *Administering Medicines – Kinder and Year 1*
The office staff will accept responsibility for sending for children and seeing they take their medicines as set out on the proforma.
6. *Administering Medicines – Years 2-6*
Class teachers try to remind children but the responsibility for remembering to go to the office remains with the child.
7. *Puffers*
Asthma puffers are to be kept at the office at all times. No child is to keep their puffer in their bag. Your child is responsible for attending the office if they require their puffer.
8. Please note that the **school does not keep any medication for emergencies** eg, paracetamol, other than an asthma emergency puffer. Should your child develop any symptoms that require medication such as paracetamol you will be contacted by the school to collect your child.
9. **ALERT Medical Situations**
Parents are requested to provide up-to-date information and a small photo of their child if their child's medical condition is reasonably expected to require special monitoring or urgent first aid eg, diabetic epilepsy, severe allergy etc. This information needs to be updated each year.