

PROCEDURES FOR ADMINISTRATION OF MEDICATION TO STUDENTS

Refer to the “Policy on Administering Prescribed Medication to Students” for details.

1. Parents requesting that their child be administered medication at school are to be given -
 - FORM 1 – Request for the Administration of Medication
 - FORM 2 – Deed of Indemnity
 - FORM 3 – Request for Medical Details

2. Upon receipt of completed Forms 1, 2 and 3, then –
 - Refer Form 1 to the Principal to ascertain if there is a need to send Forms 3 and 4 to the Prescribing Doctor for completion and return.
 - Send Forms 5 & 6 to the parents.

NB – If it is deemed necessary to contact the Prescribing Doctor, Forms 5 & 6 are not to be issued to parents until receipt of Forms 3 & 4.

3. Prepare a separate sheet from the Medications Register for each individual child and record details of medications administered as appropriate.