



# PK-12 Student Medication Request/Record

Where possible, student medication should be administered by the student or be administered by the parent / guardian at home in times other than during school hours. As this is not possible in all instances, should the Deputy Principal, Leader of Early Childhood (Marian) or the Leader of Primary (Lavalla) approve staff to administer prescribed medication to students, the following requirements are to be met.

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

Prescribed student medication is to be presented to Student Reception staff and should be stored in the original container clearly showing the name of the student, medical practitioner, name of the medication and the dosage and frequency. Parents / guardians must ensure that this is done on an annual basis.

I, .....being the parent / guardian of  
student..... request that Newman College  
administer the following medication as prescribed by

Dr .....for the purpose of treating .....  
.....( condition)

- 」 Name of medication .....
- 」 Dose .....
- 」 Time to be taken .....
- 」 Comments .....

<b>Parent/s Signature:</b>	<b>Date:</b>
<b>Signature of Vice Principal, Leader of Early Childhood or Leader of Primary:</b>	

*(Note any additional information should be attached)*