



Information for parents regarding Request to Administer Medication at School

February 2015

Reminder to Parents / Carers, to notify the school about your child's health.

This request is in line with Diocesan Schools Policy – relating to the 'Administration of Medications in Schools'.

St Rose is committed to supporting students' health and wellbeing. We would appreciate parents / carers providing the school with any relevant health information that is required to support the student at school. This information is also collected at enrolment but needs to be updated regularly, or if a new health condition develops.

Information about medically diagnosed conditions such as allergies, asthma, diabetes, epilepsy and other health conditions that may require school staff to provide support to students, (*including administering prescribed or 'over the counter' medication and performing health procedures*), will need to be provided to the school in writing and signed by both the parent/ carer **and a medical practitioner or a prescribing health practitioner.**

Additionally, any health need that may impact on school activities such as sports, excursions (including camps) must also be discussed with the school and supported by a medical practitioner's advice.

All information relating to specific health care plans must be provided in writing, completed and signed by the parent / guardian **and a medical practitioner / prescribing or qualified health practitioner.**

- Provide a letter from your GP, specialist or pharmacist giving the school authority to administer a specific medication. This includes prescribed and over the counter medication such as Panadol, Creams, Antihistamines etc.
- Ensure you inform the school office staff of any changes to contact details or the contact details of the people nominated as emergency contacts.

PLEASE NOTE: SHOULD THE ABOVE NOT BE COMPLETED THE SCHOOL ADMIN WILL NOT BE PERMITTED TO ADMINISTER ANY MEDICATION

Thankyou for your assistance in this matter.

All information is kept confidential and only disclosed to the relevant staff required to supporting your child.

For any enquiries, please contact the school office on 9982 1467