



# MEDICATION AUTHORITY FORM

For students requiring medication to be administered at school

This form must be signed by the student's medical/health practitioner for all medication to be administered at school.

Please only complete the sections below that are relevant to the student's health support needs. If additional advice is required, please attach it to this form.

**Please note: wherever possible, medication should be scheduled outside school hours, eg medication required three times daily is generally not required during a school day – it can be taken before and after school and before bed.**

## Student Details

**Name of school:** Sandringham East Primary School

**Name of student:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**MediAlert Number (if relevant):** \_\_\_\_\_

**Review date for this form:** \_\_\_\_\_

Medication to be administered at school:					
Name of Medication	Dosage (amount)	Time/s to be taken	How is it to be taken? (eg oral/topical)	Dates to be administered	Supervision required
				Start: / / End: / / OR <input type="checkbox"/> Ongoing medication	<input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer
				Start: / / End: / / OR <input type="checkbox"/> Ongoing medication	<input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer

**Medication delivered to the school**

Please indicate if there are any specific storage instructions for any medication:

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**Medication delivered to the school**

Please ensure that medication delivered to the school:

- Is in its original package
- The pharmacy label matches the information included in this form

**Supervision required**

Students in the early years will generally need supervision of their medication and other aspects of health care management.

Please describe what supervision or assistance is required by the student when taking medication at school (e.g. remind, observe, assist or administer):

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**Monitoring effects of medication**

Please note: School staff *do not* monitor the effects of medication and will seek emergency medical assistance if concerned about a student’s behaviour following medication.

**Privacy Statement**

We collect personal and health information to plan for and support the health care needs of our students. Information collected will be used and disclosed in accordance with the Department of Education and Training’s privacy policy which applies to all government schools (available at: <http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>) and the law.

**Authorisation to administer medication in accordance with this form:**

Name of parent/carer: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of medical/health practitioner: \_\_\_\_\_

Professional role: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact details: \_\_\_\_\_