Short Term Medication Administration Policy

From time to time, students require medication to be administered during school hours. It is important for all members of the Frenchs Forest Public School Community to be aware of the policy and procedures we have in place.

All medication must be brought to the administration office for safekeeping. Medication is not to be kept in the students’ bags or classrooms.

The office staff will supervise the administration of the medication but will not be responsible for ensuring the student comes to the office. It is therefore recommended that parents or caregivers also inform the class teacher that medication is required.

Before the administration of any medication, parents or caregivers must complete the attached slip.

✂………………………………………………………………………………………………………

Permission to Administer Medication

I give permission for the staff at Frenchs Forest Public School to administer the following medication:-

Child’s Name:- …………………………………..... Class:- ………………

Medication:- ……………………………………………………………………………….

Dosage:- ……………………………. Time of Administration:- ………………….

Was this medication prescribed by a doctor:- Yes / No

Does the medication need to be stored in the fridge:- Yes / No

Parent’s Name:- …………………………………. Date:- ………………………

Contact number for today:- …………………………………

Signed:- ………………………………………………………..