

FORM 3 - ADMINISTRATION OF MEDICATION

This form is to be used when a parent/carer requests school staff to administer medication to their child on a short term basis.

Note: Long term administration of medication should be incorporated in a health care plan.

School: _____ Year: _____ Form: _____

Students Name: _____ Date of Birth: _____

Family Contact Details Address: _____ Gender: _____

Telephone No: _____ Teacher: _____

Section A: Medication Instructions – To be completed by parent/carer

| Name of medication | Medication 1 | | Medication 2 | |
|---|---|--|---|--|
| | Expiry date | | | |
| Dose/frequency – (may be as per the pharmacist's label) | | | | |
| Duration (dates) | From : To: | | From : To: | |
| Route of administration | | | | |
| Administration Tick appropriate box | By self <input type="checkbox"/> Requires assistance <input type="checkbox"/> | | By self <input type="checkbox"/> Requires assistance <input type="checkbox"/> | |
| Storage instructions Tick appropriate box(es) | Stored at school <input type="checkbox"/> Kept and managed by self <input type="checkbox"/> Refrigerate <input type="checkbox"/> Keep out of sunlight <input type="checkbox"/> Other <input type="checkbox"/> | | Stored at school <input type="checkbox"/> Kept and managed by self <input type="checkbox"/> Refrigerate <input type="checkbox"/> Keep out of sunlight <input type="checkbox"/> Other <input type="checkbox"/> | |

Will staff need to be trained to administer your child's medication? Yes No If yes, describe the type of training the staff would require: _____

Section B – Authority to Act

This administration of medication form authorises school staff to follow my/our advice and/or that of our medical practitioner. It is valid for the specified time period as noted above.

Parent/Carer: _____ Date: _____

OFFICE USE ONLY

Date received: _____

Is specific staff training required? Yes No : _____ Type of training: _____

Training service provider: _____ Name of person/s to be trained: _____

Date of training: _____

When this course of medication concludes, please retain this form in the student's school file.

