

# Request to Administer Medication at School

School Name: \_\_\_\_\_  
 Student Name: \_\_\_\_\_ Date of Birth / /  
 Allergies: \_\_\_\_\_ Year Level: \_\_\_\_\_

Please list all medications that your child requires during school hours. Please also list medication administered at home and any emergency medications.

Name of medication	Strength (eg 10mg)	Dosage (eg 1 tablet)	Route (eg oral, via PEG)	Time/s to be given at school	Time/s given at home	Other useful instructions or information

Parent/Carer  
 Print name: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: / /

I hereby request that school staff administer the necessary medication to my child while at school.

I agree to notify the school, in writing, if there are any changes in the above medication.

Authorising Practitioner  
 Print name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: / /

#### NOTE:

For **school staff** to administer over-the-counter medication, **authorisation is required** from a medical practitioner

The following points are for security and safety purposes, and are requirements of the [Health \(Drug and Poisons\) Regulation 1996 \(Qld\)](#).

- The parent notifies the school in writing to administer medication. This may include written guidelines from the prescribing health practitioner, including potential side effects or adverse reactions.
- Provide medication in **original pharmacy labelled container** to the school.
- Ensure medication is not out of date and has an **original pharmacy label** with the student's name, dosage and time/s to be taken.
- Notify the school in writing when a change of dosage is required. This instruction is to be accompanied by a letter from a prescribing health practitioner or change of label from a pharmacist.
- The student has received a dose at home without ill effect.
- Advise the school in writing and collect the medication when it is no longer required at school.
- Where parents are working with a prescribing health practitioner to determine a dose for that day (e.g. insulin, Rivotril) parents will provide a letter from the prescribing health practitioner instructing that parents will be responsible for notifying the school of the adjusted dose.
- This form will be reviewed annually or as the student is prescribed a change in medication.

The Queensland Government has established a set of procedures for the collection, use and disclosure of personal information within the Queensland public sector, based on the Information Privacy Principles. The Information Privacy Principles are incorporated into the Queensland Government's [Information Standard 42: Information Privacy](#).  
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**Great state. Great opportunity.**

**Uncontrolled copy.** Refer to the Department of Education, Training and Employment Policy and Procedure Register at <http://ppr.det.qld.gov.au> to ensure you have the most current version of this document.