SACRED HEART PRIMARY SCHOOL

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Student Medication Record

Where possible, student medication should be administered by the parent/guardian at home in times other than school hours. As this is not always possible, before the Principal approves school staff to administer prescribed medication to students, the following requirements must be met:

1. The doctor prescribing the medication is to be aware that school staff will administer or supervise the administering of student medication to students.
2. The doctor is to provide in writing any additional information to staff regarding special requirements that may exist for the administration of the medication.
3. The doctor should provide in writing all information of any side effects of medication and consequences of providing medication when it is not necessary.

Student Name	
Student Date of Birth	
Student Class	
Name of Medication	
Dosage	
Frequency/Time to be taken	
Has your child received this medication this morning?	Yes / No (please circle) If Yes, at what time:
Prescribing Healthcare Practitioner	
Original script or authority sighted and copy attached	Yes / No (please circle)
Reason for Medication	
Start date	
End date	
Administration instructions	
Possible side effects	
Allergies or other medications	

Parent Name	
Parent phone number	
Parent email	
Emergency contact name	
Emergency phone number	

Parent/Guardians Signature: _____ Date:_____

Staff Member Signature: _____ Date:_____

Notes:

1. All prescribed student medication is to be handed to office staff and will be stored in a cupboard in the original packaging clearly showing the name of the student, the name of the medication, the dosage and frequency.

2. The only medication that can be left with your child is asthma puffers.

3. Medication must be in its original container, labelled with the student's name, medication name, dosage and frequency of administration. If medication isn't in the original container it must be provided in a medication container, clearly labelled with the students name and a photo of the medication box with the dosage and expiry date.

4. The parent's written authorisation to administer medication must be sighted.

5. The designated staff member monitor student administration of medication and document it on a medication form.

6. The parent must immediately notify any changes in medication or dosage.