

MEDICATION ADMINISTRATION AUTHORISATION FORM

This form must be completed fully in order for a student care provider and staff to administer the required medication. A new medication administration form must be completed at the beginning of each 6-month period, for each medication, and each time there is a change in dosage or time of administration of a medication.

- Prescription medication must be in a container labeled by the pharmacist or prescriber.
- Non-prescription medication must be in the original container with the label intact.
- Parent/Guardian must bring the medication to the college.
- Must pick up the medication at the end of the 6-month period, otherwise it will be discarded.

Student Name:	
Date of Birth:	
Allergies:	

Parent/Carer: Print Name: _____ **Date:** / / 20

Signature: _____

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

I agree to notify the college if there are any changes in medication

Authorising Practitioner: Print Name: _____ **Date:** / / 20

Signature: _____

NOTE:

- For college 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 college 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 college.
- Ensure medication is not out of date and has an original pharmacy label with the student's name, dosage and time/s to be taken.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 college 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 college of the adjusted dose.

This form will be reviewed annually or as the students is prescribed a change in medication.

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

