

## Catholic Regional College, Caroline Springs Medication Authority Form

This form is to be completed where parents/guardians/carers request that a student be administered medication at school or during a school activity. The principal or nominated staff member must approve all ongoing and regular administration of medication (over the counter or prescription) by the school. In most cases, medication must not be administered to a child being educated and cared for unless this form is signed by an authorised AHPRA registered medical/health practitioner.

The principal or nominated staff member may agree to proceed with the authority of parent/guardian/carer signature without the authority of an authorised AHPRA registered health/medical practitioner. This would only occur in rare cases, for example, short term (1–2 days) administration of over-the-counter medication at school or on off-site activities such as camps. No medication will be administered beyond the instruction on the original packaging unless recommended by an authorised AHPRA registered health/medical practitioner.

Schools require written permission from parents/guardians/carers for students to self-administer their medication. This should be in consultation with registered medical or health practitioners to determine appropriate age and situation under which the student can self-administer their medication.

Parents/guardians/carers must ensure that medication brought to the school is in its original package with original labels. Please note, school staff will seek emergency medical assistance if there are concerns about a student's condition following the administration of medication.

### Student details

Name of student			Date of birth	
Date of Medical Management Plan (if relevant)		MedicAlert Number (if applicable)	Date for Medication Authority Form	

### Requirement for medication to be administered at school

Please outline the reasons for the administration of medication at school. For ongoing medical conditions, this should generally be supported by a Medical Management Plan or a letter from the student's treating health practitioner (e.g. diagnosis of ADHD requiring administration of Ritalin at school) (see the school's Medical Management Policy for further information).

For short term use or once off (1–2 days), please also describe the reasons for administration of medication at school.

**Medication to be administered at school**

<b>Medication to be administered at school</b>					
<b>Name of Medication</b>	<b>Dates to be administered</b> <input type="checkbox"/> Ongoing <input type="checkbox"/> Short term Start: .....  End .....	<b>Time/s to be taken</b>	<b>Dosage</b>	<b>Method (e.g. topical, oral, injected)</b>	<b>Supervision required?</b> <input type="checkbox"/> No – self managed by student <input type="checkbox"/> Yes <input type="checkbox"/> Remind <input type="checkbox"/> Observe <input type="checkbox"/> Assist <input type="checkbox"/> Administer
<b>Name of Medication</b>	<b>Dates to be administered</b> <input type="checkbox"/> Ongoing <input type="checkbox"/> Short term Start: .....  End .....	<b>Time/s to be taken</b>	<b>Dosage</b>	<b>Method (e.g. topical, oral, injected)</b>	<b>Supervision required?</b> <input type="checkbox"/> No – self managed by student <input type="checkbox"/> Yes <input type="checkbox"/> Remind <input type="checkbox"/> Observe <input type="checkbox"/> Assist <input type="checkbox"/> Administer
<b>Name of Medication</b>	<b>Dates to be administered</b> <input type="checkbox"/> Ongoing <input type="checkbox"/> Short term Start: .....  End .....	<b>Time/s to be taken</b>	<b>Dosage</b>	<b>Method (e.g. topical, oral, injected)</b>	<b>Supervision required?</b> <input type="checkbox"/> No – self managed by student <input type="checkbox"/> Yes <input type="checkbox"/> Remind <input type="checkbox"/> Observe <input type="checkbox"/> Assist <input type="checkbox"/> Administer
<b>Add rows as required</b>					

### Medication taken to / stored at the school – Storage requirements

Indicate if there are any specific storage instructions for any of the required medications:

### Supervision required

Students in the early years will generally need supervision of their medication and other aspects of health care management. In line with their age and stage of development and capabilities, older students can take responsibility for their own health care. Self-management should be agreed to by the student and their parents/guardians/carers, the school and the student's medical/health practitioner.

Please describe whether supervision or assistance is required by the student when taking medication at school (e.g. remind, observe, assist or administer):

Please indicate if permission is provided for the student to carry their medication (that does not have special storage requirements):

**Authorisation to administer medication in accordance with this form**

Parent/Guardian/Carer 1 Name		Parent/Guardian/Carer 2 Name	
Signature		Signature	
Date		Date	

**Please have an authorised AHPRA registered health/medical practitioner complete the following section for ongoing use of prescription and/or over the counter medication**

Practitioner name			
Name of health practice			
Address			
Telephone		Email	
AHPRA registration number		Patient URL number	
Signature		Date	

**Privacy statement**

We collect personal and health information to plan for and support the health care needs of our students. Information collected will be used and disclosed in accordance with Catholic Regional College - Caroline Springs published Privacy Policy.

Approval authority	Director, Learning and Regional Services
Approval date	17 April 2024
Next review	April 2025

## Medication Administration Log

For use when medication is required to be administered to students in school environments

*This log should be completed by the staff member administering medication to any student at school, with reference to the student's Medication Authorisation Form*

Name of Student: \_\_\_\_\_

Year Level: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

MedicAlert Number (if applicable): \_\_\_\_\_

Parent Consent: Y/N, Approved AHPRA registered medical/health practitioner sign off for ongoing medication: Y/N

Level of supervision (circle answer): remind, observe, assist, administer

Medications to be administered during school hours:

Attach photo of child

Date	Time	Name of Medication and Dose	Tick when checked				Comment	Staff member administering (print name and initial)	Staff member checking (print name and initial)
			Correct Child	Correct Medication	Correct Dose	Correct Route			

