



Dear Parents and Carers

RE: STUDENTS REQUIRING MEDICATION

The College is updating our medication management procedures and require your assistance to ensure our records are up to date. The College requires detailed information for any medication to be dispensed whilst a student is at school and/or while attending a school event such as a camp, excursion or representative sporting fixture.

Kindergarten to Year 8 Students

All prescription and non prescription medicines (including paracetamol) are to be handed in to our Reception staff and clearly labeled with the student's name, class, dosage and any other relevant details. Reception staff will advise teachers when medication is required to be taken. Wherever possible, medication will be dispensed from Sick Bay during student break times commencing at 10:45am OR 12:45pm.

Parents and carers are asked to adjust medication times wherever possible to limit the requirement for the College to dispense medications.

College staff will supervise students while they take their medicine. The College cannot legally administer medicine; only supervise the student who must self-administer their own medication. If a student refuses to take their medication, their parents or carers will be notified immediately.

If your child requires medicine at times other than those noted above, please contact the College by phone – 02 6681 5054.

Year 9 to 12 Students

All prescription and non prescription medicines (including paracetamol) are to be handed in to our Reception staff and clearly labeled with the student's name, class, dosage and any other relevant details.

All medicines are to be handed in to our Reception staff and clearly labeled with the student's name and class. Students in Years 9, 10, 11 and 12 may collect their medication at the time/s they are required to take it. Staff will not normally supervise these students, unless prior special arrangements are made with the College. These arrangements can be made by phone – 02 6681 5054.

Special exemptions

Ventolin and other 'puffer type' asthma medication should remain with the student. If parents/carers wish to nominate other situations or medicines for exemption please phone 02 6681 5054.

If your child requires prescription or non prescription medication to be dispensed at school or at a school event such as camp, excursions or sporting fixture, please complete the attached form and hand it in to Reception staff together with the medication.

ADMINISTERING MEDICATION TO A STUDENT WHILE AT SCHOOL OR ATTENDING A COLLEGE CAMP / EXCURSION:

| | |
|----------------------|--------------------------|
| STUDENT NAME: | CLASS / PC CLASS: |
|----------------------|--------------------------|

I _____ hereby authorise Emmanuel Anglican College (“the College”) to supervise the self-administration of the medication described below at the times set out below to my child _____.

I will provide the College with the medication, in its original packaging complete with any pharmacy labelling detailing my child’s name.

| | | |
|-------------------------------|--------------|--------------------------------|
| STUDENT NAME: | | |
| Medication and Dosage: | | |
| Day | Times | Additional Instructions |
| Monday | | |
| Tuesday | | |
| Wednesday | | |
| Thursday | | |
| Friday | | |
| Saturday | | |
| Sunday | | |

| | | | | | |
|---------------------------|--|--------------------------------|--|--------------|--|
| Parent/Carer Name: | | Parent/Carer Signature: | | DATE: | |
|---------------------------|--|--------------------------------|--|--------------|--|

| EXCURSION / CAMP USE ONLY: | | | |
|--|-------|----------------|-------|
| MEDICATION ADMINISTRATION SHEET STUDENT: | | | |
| DAY | TIMES | INITIAL + DATE | NOTES |
| MONDAY | | | |
| TUESDAY | | | |
| WEDNESDAY | | | |
| THURSDAY | | | |
| FRIDAY | | | |
| SATURDAY | | | |
| SUNDAY | | | |