



18 February, 2021

## ISSUING MEDICATION TO STUDENTS AT SCHOOL

Dear Parents/Caregivers,

In line with the Department of Education's policies on the issuing of medication to students at school, please note the following conditions that need to be met.

- \* Medication can only be given to your child while at school if it is prescribed by a doctor and sent to the school in the **original box or bottle** issued by the chemist.
- \* The child's name and chemist's instructions for use must be on the front of the medication.
- \* Medications cannot be re-packed into daily doses (even by the chemist).
- \* If tablets need to be cut into smaller doses we will do this at the school as required.
- \* A Request for Support Form (obtained from the School Administration Office) must be completed by parents before medication can be issued to your child.
- \* Other paperwork may be required depending on your child's medical condition.
- \* Medication dosages cannot be altered without a letter from a doctor.

Thank you for your understanding on these matters.

Regards,

**Mrs Selwood**  
School Administration Manager

**Ms Welsh**  
Principal