



OUR LADY'S ASSUMPTION
SCHOOL

Student Medication Request / Record

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

- The doctor prescribing the medication is to be aware that school staff will administer or supervise the administering of medication to students.
- The doctor is to provide in writing any additional information to staff regarding special requirements that may exist for the administration of the medication.
- The doctor should provide in writing all information of any side effects of medication and consequences of providing medication when it is not necessary.
- Prescribed student medication is to be presented to the Administration Office and should be stored in a container clearly showing the name of the student, the name of the medication, the dosage and frequency.

I _____
being the parent/guardian of student _____
request that Our Lady's Assumption School administer the following medication prescribed by
Dr _____ for the purpose of treating (condition) _____
Name of medication _____
Dose _____
Time to be taken _____
Comments _____
Signature of parent/guardian _____ Date _____

Notes :

- The Doctor's written information should be attached
- Any additional relevant information should be attached

People to contact in Case of an Emergency	
Name _____	Contact No _____
Name _____	Contact No _____
Parent/Guardian Signature _____	Date _____

