Letter of Explanation to Parents

Dear Parent

Please find attached the forms that need to be completed so that medication can be administered to your child during the school day.

These forms have been designed to ensure the safety of your child and to protect the school staff who do not have medical training.

Form 1 is to be completed by you. Form 2 is to be completed by the medical practitioner prescribing the medication. Once completed please return both forms to the school.

I am aware that this may seem a complicated process but please be assured that the school will give you every assistance in this matter.

In this instance, and as an interim measure only, we will undertake to administer medication to your child without the required documentation until _____.

Please do not hesitate to contact me if I can be of further assistance to you.

Yours sincerely,

Richard Blissenden

Principal

NOTIFICATION AND REQUEST BY PARENT/GUARDIAN FOR THE ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

Form 1 - *To be completed by parent or guardian*

I request that my child_____ be allowed to take medication at

school according to instructions from _____*(full name of prescribing doctor)* .

Address of prescribing doctor: _____

_____

Contact number: _____

The medication has been prescribed for the following reason:

_____

_____

_____

I hereby give permission to the Principal to obtain relevant information from the prescribing doctor. I accept and agree to observe the conditions imposed by the school and understand and agree that it is my responsibility to inform the Principal of any changes involving the administration of the medicine.

Signed: _____ Date:_____

parent/guardian

MEDICAL ADVICE TO SCHOOL

Form 2 - To be completed by prescribing doctor

Student's full name: _____

1. Medical condition(s) of the child requiring regular treatment:

_____

_____

_____

2. Essential medication requiring administration during school hours:

Medication Details

Condition name	Medication name	Dosage	Time/s of administration	Special instructions	Self-administration (yes/no)

3. Recommended restrictions on participation in school activities (e.g. sport, use of tools or machinery):

_____

_____

_____

4. Recommended procedure in crisis situation

_____

_____

_____

5. Additional comments:

_____

_____

Signature of prescribing doctor:_____ Date:_____