



WONTHAGGI PRIMARY SCHOOL
No. 3650

PMB 101, Wonthaggi, 3995
Phone: 56721600



7th of March, 2017

Dear Parents,

Following instructions provided by the Department of Educations, we are reviewing our procedures for the administration of medication to students during school hours. If your child requires medication to be taken during school hours, please complete the form below. Medication and form must be handed in by an adult. Please note that if medication is provided for more than one day, a dosette box (those little containers with separate compartments available from the chemist for around \$20) is the preferred container as it has provision for correct labelling. Further forms are available from the office.

Please also complete this form if your child has an Asthma pack at school as we are required to have an updated Request to Administer Medication During School Hours each year. Please also ensure you have provided us with an School Asthma Action Plan (form can be provided to you at the school office).

Thankyou for your assistance with this matter to enhance the safety of your child and others in the school.

Mark Chandler
Principal.

**REQUEST TO ADMINISTER MEDICATION
DURING SCHOOL HOURS 2017**

TO: Principal, Wonthaggi Primary School

Please arrange for the following medication to be administered to my child:

_____ in Grade _____ on: _____ or

until further notice.

MEDICATION: _____ (name of medicine)

DOSE: _____ (how much to give)

WHAT TIME(S) _____
Please list if times are OTHER than lunchtime – 1:00pm.

- I will provide the medication in a container (preferably a dosette box) **labelled with child's name, medication and dosage.**
- I understand that as parent/guardian, I assume full responsibility for my child taking this medication. I also understand that while Wonthaggi Primary School Staff will make every endeavour to ensure that the prescribed medication is taken as directed, they will not be held responsible if medication is not taken for any reason.

Signed: _____ Date: _____
(Parent/Guardian)