

## Request to Administer Medication at CCSC

**Student Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Allergies:** \_\_\_\_\_ **Year Level:** \_\_\_\_\_

Please list all medications that your child requires during college hours (or whilst on college based activities). Please also list medication administered at home and any emergency medications that may need to be given 'as needed'.

Name of Medication	Strength (eg 10mg)	Dosage (eg 1 tablet, liquid)	Time/s to be given at college	Time/s given at home

Other useful instructions or information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent / Guardian Signature:

\_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby request that college staff administer the necessary medication to my child while at college. I agree to notify the college, in writing if there are any changes in the above medication.

Authorised Practitioner Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: For college staff to administer prescription medication, authorisation is required from a medical practitioner.**

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## **Administering Medication at CCSC**

The importance of duty of care has prompted the Central Coast Sports College, to initiate a policy of administering medication. Documentation is now mandatory. The following guidelines are given to parents regarding the administration of medication to children while at college or on a college related activity.

1. The parent or legal guardian must fill out a Request to administer Medication at CCSC (RAM) form for college staff to administer any medication . This includes prescription medications (eg Insulin, Methylphenidate) and over the counter medications (eg Paracetamol, Ibuprofen).
2. For prescription medication the medical practitioner who has treated your child must provide written authorisation and information for administering the medication prescribed, including dosages and frequency of administration.
3. Over-the-counter medication that has not been authorised by the child's parent or guardian must not be administered by teachers or other persons on the college staff unless this a RAM form is filled out by a parent or legal guardian.
4. The medication must be in a container labelled by a pharmacist showing the name of the child, the name of the drug, the name of the child's medical practitioner, the dosage, the frequency of administration and the 'use by' date.
5. In the case where it is necessary for the child to keep the medication in their possession (e.g. Salbutamol puffer), the parent or guardian must include this instruction in their advice.
6. Notify the college in writing when a change of dosage is required. This instruction is to be accompanied by a letter from a prescribing health practitioner. A new RAM form will need to be completed.
7. Advise the college in writing when the medication is no longer required to be given during college hours and collect the medication.
8. It is the responsibility of the teachers and staff of the college to ensure that an official register for the administration of medication to students is kept and that such medications are stored according to the policy.
9. It is a requirement that any child identified as needing an epipen/ antihistamine/ salbutamol related to anaphylaxis must provide the school with in date medications at the start of each school year. This is to be stored in the Wellness centre.