

MEDICATION AUTHORITY FORM

For students requiring medication to be administered at school



This form should, ideally, be signed by the student’s medical/health practitioner for all medication to be administered at school but schools may proceed on the signed authority of parents in the absence of a signature from a medical practitioner.

- For students with asthma, [Asthma Australia’s School Asthma Action Plan](#)
- For students with anaphylaxis, an [ASCIA Action Plan for Anaphylaxis](#)

Please only complete the sections below that are relevant to the student’s health support needs. If additional advice is required, please attach it to this form.

PLEASE NOTE: wherever possible, medication should be scheduled outside school hours, e.g. medication required three times daily is generally not required during a school day – it can be taken before and after school and before bed.

Student Details

Name of school:	Click or tap here to enter text.		
Name of student:	Click or tap here to enter text.	Date of Birth:	Click or tap here to enter text.
MediAlert Number: <i>(if relevant)</i>	Click or tap here to enter text.		
Review date for this form:	Click or tap here to enter text.		

Medication to be administered at school:

Name of Medication	Dosage (amount)	Time/s to be taken	How is it to be taken? <i>(e.g. oral/topical/injection)</i>	Dates to be administered	Supervision required
Click or tap here to enter text.	Start: / / End: / / OR <input type="checkbox"/> Ongoing medication	<input type="checkbox"/> No – student self-managing <input type="checkbox"/> Yes <input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer			
Click or tap here to enter text.	Start: / / End: / / OR <input type="checkbox"/> Ongoing medication	<input type="checkbox"/> No – student self-managing <input type="checkbox"/> Yes <input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer			

Medication delivered to the school

Please indicate if there are any specific storage instructions for any medication:

Click or tap here to enter text.

Medication delivered to the school

Please ensure that medication delivered to the school:

- Is in its original package
- The pharmacy label matches the information included in this form

Supervision required

Students in the early years will generally need supervision of their medication and other aspects of health care management. In line with their age and stage of development and capabilities, older students can take responsibility for their own health care. Self-management should be agreed to by the student and their parents/carers, the school and the student's medical/health practitioner.

Please describe what supervision or assistance is required by the student when taking medication at school (e.g. remind, observe, assist or administer):

Click or tap here to enter text.

Monitoring effects of medication

Please note: School staff **DO NOT** monitor the effects of medication and will seek emergency medical assistance if concerned about a student's behaviour following medication.

Privacy Statement

We collect personal and health information to plan for and support the health care needs of our students. Information collected will be used and disclosed in accordance with the Catholic Education Office's privacy policy which applies to all CESL schools (available at: [CESL Privacy Policy](#)) and the law.

Authorisation to administer medication in accordance with this form:

Name of parent/carer:	Click or tap here to enter text.
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Signature:	Click or tap here to enter text.	Date:	Click or tap here to enter text.
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Name of medical/health practitioner:	Click or tap here to enter text.
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Professional Role:	Click or tap here to enter text.
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Signature:	Click or tap here to enter text.	Date:	Click or tap here to enter text.
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Contact details:	Click or tap here to enter text.
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