





24 January 2023

Dear Parents and Carers



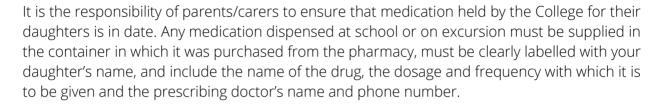






I am writing to advise that any student who requires medication to be dispensed during school hours or whilst on excursion, must have the attached Request to Dispense Medicine form (Form 1) completed by a parent/carer and returned to the College. This includes any medications such as Epipens, headache or hay fever tablets, antibiotics that are to be taken here at school.











We also require up to date action plans for medical conditions such as Asthma, Epilepsy, Anaphylaxis and Diabetes. Please click here to access forms that you can use for this purpose.



It is the responsibility of Parents and Guardians to ensure that a copy of your child's management plan is provided to the College at the commencement of each Academic Year.



With kind regards



Anna Masters Principal





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FORM 1 REQUEST TO DISPENSE MEDICINE

To be completed by Parent or Carer

request that my daughter:	_
Full name of student)	
PC be given / allowed to take	
(Name of Medication)	
at (times)	
n dosages of(ml or tablets)	
For the Medical Condition:	
Any other relevant comments:	
Please note: It is the responsibility of parents/carers to ensure that all medications are in c	date. All
medication supplied to the College must be in the container in which it was dispensed. It n	nust also be
clearly labelled with:	
your daughter's name	
• the drug's name	
the dosage and frequency to be given	
The prescribing doctor's name and phone number	
Parent/Carer name (please print)	
Signed:Date:	