



24 January 2023

Dear Parents and Carers

## ADMINISTRATION OF MEDICATION

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.

Any student who requires Schedule 8 drugs to be administered during school hours or whilst on any school activity, must have the attached forms (in addition to Form 1 mentioned above) completed by a parent/carer and returned to the College:

Form 2: Notification and Request by Parent/Carer for the Administration of medication during School Hours – Schedule 8 Drugs only

Form 3: Deed of Indemnity (Schedule 8 Drugs)

Schedule 8 drugs are listed by the Pharmaceutical Benefits Scheme and include all medications used in the treatment of Attention Deficit Disorder (ADD) and Attention Deficit Hyperactive Disorder (ADHD).

It is the responsibility of parents/carers to ensure that medication held by the College for their daughters is in date. Any medication dispensed at school or on excursion must be supplied in the container in which it was purchased from the pharmacy, must be clearly labelled with your daughter's name, and include the name of the drug, the dosage and frequency with which it is to be given and the prescribing doctor's name and phone number.

Please note that without the signed forms, staff will not be able to dispense medication to your daughter whilst she is in the care of the school. These forms should be returned either by hard copy or email to Student Services – [attendance@merici.act.edu.au](mailto:attendance@merici.act.edu.au). All required medication is to be taken under supervision at Student Services.

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

FORM 1  
REQUEST TO DISPENSE MEDICINE



To be completed by Parent or Carer

I request that my daughter: \_\_\_\_\_

(Full name of student)

PC \_\_\_\_\_ be given / allowed to take

\_\_\_\_\_  
(Name of Medication)

at \_\_\_\_\_ (times)

in 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 date. All medication supplied to the College must be in the container in which it was dispensed. It must 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: \_\_\_\_\_



Notification And Request by Parent/Carer for the  
Administration Of Medication During School Hours –  
Schedule 8 Drugs

To be completed by Parent or Carer

I request that my daughter: \_\_\_\_\_(Full name of student)

PC Class \_\_\_\_\_

be allowed to take medication at school according to instructions from:

\_\_\_\_\_  
*(Full name of Prescribing Doctor)*

\_\_\_\_\_  
*(Address and phone number of Prescribing Doctor)*

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. I agree to indemnify the school and related parties on the terms of the attached Deed of Indemnity. Please note: It is the responsibility of parents/carers to ensure that all medications are in date. All medication supplied to the College must be in the container in which it was dispensed. It must 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: \_\_\_\_\_



FORM 3

DEED OF INDEMNITY (SCHEDULE 8 DRUGS)

In consideration of the members of staff of Merici College, at my request administering medication to my daughter:

Full name of student: \_\_\_\_\_PC\_\_\_\_\_

I hereby indemnify and agree to keep indemnified the Catholic Education/Schools Office and its employees and agents, and Merici College and its employees and agents, including the teachers and other staff of the school, from and against all actions, suits, claims, demands, complaints and causes of action (including for or in respect of death, personal injury or any alleged infringement of the rights of any person) and the costs thereof in respect of or arising directly or indirectly out of such administration of medication.

Signed, sealed and delivered by the said:

\_\_\_\_\_  
*Parent/Carer name (please print)*

\_\_\_\_\_  
*Signature of Parent/Carer*

In the presence of:

\_\_\_\_\_ Date \_\_\_\_\_

*Witness (please print name)*

\_\_\_\_\_  
*Signature of Witness*