

Wadestown School

Medicine Authority Form

(Created September 2025)

This form is to be completed by Parents/Caregivers and returned to the Office.



WADESTOWN SCHOOL

Student Name:	
Class Teacher:	
Room/Year:	
Date:	

MEDICATION DETAILS

Medical condition requiring medication:	
Name of medication:	
Dosage:	
Does the medicine need to be kept in the fridge?	Select: YES/NO
Preferred time(s) for medicine to be given:	
Start date:	End date:
Does the student also have a health plan for this condition?	Select: YES/NO

PROCEDURE FOR GIVING MEDICINE

(e.g. student can self-administer under supervision, adult required to administer, use the syringe provided etc.)

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Please read the following statements and sign below to indicate your agreement.

- I accept responsibility for the decision to give this medication to my child and acknowledge that the school is in no way responsible for that decision, now or in the future.
- I will advise the school as soon as possible if an initial dose at home has been missed.
- I accept that the school may not have trained medical personnel to administer medications.
- I accept that the school cannot guarantee that the medication will be given at a precise time or by the same person.
- I will notify the school about any changes in dosage, time, or procedures by filling out a new Medicine Authority Form.
- I will deliver the medication personally to school in its original packaging.
- I will ensure that the medicine is not past its expiry date.
- I accept that the school will dispose of any uncollected medicine at the end of the year.
- I understand that it is my responsibility to supply medicine needed when off site (e.g. trips, camps).

Parent/Caregiver name:	
Signature:	Date:

Medicines

At Wadestown School, the board ensures that the school is a physically and emotionally safe place (Education and Training Act 2020) and we have procedures to eliminate or minimise risks to health and safety (Health and Safety at Work Act, 2015). We value the health of students and staff, and we support them as needed to safely take medication during school hours and while participating in school-related activities. We have clear processes in place to safely manage medication use at school and school-related activities (e.g. storage, administration, record keeping). We review our procedures for storing, administering, and managing medications regularly and as needed.

How we collect, store, and use health information related to medicines is governed by the principles of the Privacy Act 2020. Our Medicines policy applies to students and staff taking prescription and non-prescription medication.

School responsibilities

We ask parents/caregivers to administer student medication outside school hours when possible. If we need to administer medication for students at school or school-related activities, we ensure that we:

- safely store medication in a place that is easily accessible by a staff member when needed
- gain written consent from parents/caregivers – see [Medicine Authority form](#)
- follow student [individual plans](#), where relevant
- administer the medication safely and privately
- keep a [record](#) of the medication given
- review medication kept at school (e.g. checking expiry dates, replacements).

In an emergency, we provide first aid and call emergency services as required. Medication is administered according to the student individual plan if provided. In the event of an evacuation, staff bring essential medication to the assembly area.

The school will not administer medication to a student without formal parental consent. However, non-prescription pain relief may be given with verbal consent and instruction on the appropriate dosage from a parent. School supplies of pain relief medicine (e.g. paracetamol) for students and staff are kept in original packaging and may be given by a first aider or self-administered.

Medication storage

We observe the following guidelines when storing medicines.

- Medication held by the school is stored securely in the office. Medication is refrigerated as required.
- Emergency allergy medication, such as EpiPens, is kept in the medical room and stored appropriately so that it is readily accessible.
- Medication for specific allergies is stored in the office with a complete list of student conditions.
- When off school grounds (e.g. EOTC, sports etc), all medication is held by a designated person and individual medication is administered as required and recorded. See [EOTC Health and First Aid](#).
- Expiry dates are checked regularly and parents/caregivers are advised if supplied medication needs replacing.
- Medication that is no longer required is returned to the parents/caregivers. We also send all medication home at the end of the year, so that parents/caregivers can check expiry dates and renew as needed for the new year.

Responsibilities of others

Parents/Caregivers are expected to:

- provide medical information about the student on enrolment
- work collaboratively with the school to put in place any individual plans related to medicine use
- deliver medication to the school, unless it is appropriate for the student to bring it with them
- supply medication in its original container/packaging labelled with the name of the student, instructions, and dose required
- explain to relevant school staff any specific procedures needed for administering medication and monitoring
- inform the school of any changes to the medication plan (e.g. dose).

Students and staff taking medicine that might cause impairment are asked to disclose this so we can support them to ensure everyone's safety.

Staff are responsible for ensuring any medication they bring to school is stored and taken safely.