11 April 2013

Dear Parent/Carers

I would like to inform you of Atwell College’s process for managing the administration of medication to students when they are in the school’s care. Except in an extreme emergency, e.g. unexpected anaphylaxis, medication can only be administered by school staff if appropriate documentation has been completed by parents/carers. This applies to both prescribed and non-prescribed medication.

**Short Term Use of Medication (up to two weeks)**

For administration of short term medication such as a course of antibiotics, our school requires written authority from parents/carers. This authority can be provided by completing an *Administration of Medication form*. These forms can be obtained from the college administration or downloaded from the college website. Forms can also be posted out on request. Phone: 9414 4300.

**Note:**
- The medication must be clearly labelled with the child’s name and provided in packaging from the pharmacy or the manufacturer.
- Documentation must be signed and dated by a parent or carer and provided to the school with the medication.

**Long Term Use of Medication**

If you require the school to administer medication to your child for a period of more than two weeks, and if you have not already done so, you may need to complete a *Student Health Care Summary* and a *Management/Emergency Response Plan* for your child’s particular health need. In most instances, this documentation will have been completed when you enrol your child or as part of the college process for updating student health care records. If this is not the case, please contact the school to discuss.

Thank you for your help.

Yours sincerely

Noel Woodley
PRINCIPAL