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Roebuck
PRIMARY SCHOOL

Terms of Management for Medication

There is a very high level of accountability with the storage and dispensation of prescribed medication. Whether to provide medication to students during school hours is a choice of the school. At Roebuck Primary School, we do opt to undertake this task so that we can support students in their learning and help our families.

Please be aware that we cannot accept medication without evidence of the prescribed dosage. When bringing medication to school, it **must** be:

- clearly labelled with the student's name
- within the expiration date
- in its original packaging or accompanied by the original packaging.

Upon submission, our office staff will count and document the number of tablets, and you will be required to co-sign.

Medication is stored in a container labelled with your child's name and kept in a locked cabinet. When medication is given to your child, a staff member dispenses the dose and signs on an individual chart, that is kept as a record.

Important Change: **Tablets Must Be Provided in the Correct Dosage**
Education Department policy has changed: **School staff are no longer permitted to cut or split medication**. If your child requires a fraction of a tablet (e.g. half a tablet), you **must** provide daily dosage within blister packs that clearly display name and dosage.

Our school office staff will notify you when medication levels are getting low.

Please sign and return this note to acknowledge your acceptance of our terms of management for medication at Roebuck Primary School. Thank you for your support.

Name of Child _____

Parent Name _____

Date ____/ ____ / ____