WILLIAMSTOWN NORTH PRIMARY SCHOOL No 1409
Oral Medication (Conventional and Alternative) during School Hours

Return Slip to School

Child’s Name_________________________________________ Date: _____ / _____ / _____
Child’s Teacher ___________________________ Year Level ________________
Date/s of Medication to be administered ________________________________
Name of Medication_________________________ Medication Expiry Date ____ / ____ / ____
The type of dose to be administered e.g. mls/puffs/tablets ______________________________
Time/s Medication is to be administered ________________________________
Parent/Guardian Name ____________________________________________________________
Signature of Parent/Guardian ______________________________________________________
Parent/Guardian Contact: Phone (BH) ___________ (H) ___________ (M) ___________

Please Note:
 Where medication is required to be administered “three times” a day, we request (where possible) this be administered at home at breakfast time, immediately after school and in the evening. This is a recommendation by the Royal Children Hospital.
 We request all parents check with their child that their ‘medication’ (as detailed above) was given at school.
 Unused medication must be collected from the Office by the Parent/Guardian.
 Please contact the school if your child did not receive their medication.

Send this section to your child’s classroom teacher.

Administering Medication – Teachers Note

<table>
<thead>
<tr>
<th>Child’s Name</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>My child’s medication is at the Office and is required to be administered at:</td>
<td></td>
</tr>
<tr>
<td>☐ Recess Time</td>
<td></td>
</tr>
<tr>
<td>☐ Lunch Time</td>
<td>(Please ✓ Tick appropriate box)</td>
</tr>
<tr>
<td>☐ Other Time _________</td>
<td></td>
</tr>
<tr>
<td>From (insert date) _____ / _____ / _____ to (insert date) _____ / _____ / _____</td>
<td></td>
</tr>
<tr>
<td>Please send my child to the office at the time specified.</td>
<td></td>
</tr>
</tbody>
</table>