



St Cecilia's Catholic School

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Dear Parents,

Administration of Medication at School

The Broken Bay Diocesan Schools System 'Medication policy' and 'Administration of Medication in Schools: Guidelines and Procedures' have been revised.

St Cecilia's School is committed to supporting students' health and wellbeing. We require parents/carers to provide the school with any health information that is relevant to your child at school. While this information is collected at enrolment it needs to be updated regularly, including when a new health condition develops.

Information about medically diagnosed conditions such as allergies, asthma and other health conditions that may require school staff to provide support to your child including the administration of medication e.g. antibiotics (as well as over the counter medication) needs to be supported by a request to administer medication form and action plan signed off by your doctor.

A Request to administer Medication in School form can be downloaded from the St Cecilia's website. Please fill in and attach the completed form and an action plan signed off by your doctor if you require the office staff to administer any medication to your child.

All information is kept confidential and only disclosed to the relevant staff who are supporting your child.

Yours sincerely

Mrs Yvette Owens
PRINCIPAL