



# *Leschenault Catholic Primary School*

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## **ADMINISTRATION OF MEDICATION**

4 February 2013

Dear Parents

This letter is to advise you of our current procedures and policy for the administration of medication to your child at school.

As you would appreciate, office staff will be involved in this process on a daily basis. Whilst office staff have a basic understanding of first aid, they are not, however, trained medical personnel and should not be required to administer medication beyond their expertise or authority. There is an obligation to ensure that you understand the need for such procedures to be undertaken in the safest possible manner.

If the medical condition is such that it requires consistent administration over a long period please complete the **Green Medical Information Form**. This form is valid only for the current year.

In our efforts to be an Asthma friendly school we are seeking information on children who have asthma. Please write your child's current asthma medication plan on the **Green Medical Information Form**. This will enable us to have a management plan for each of these students.

Paula MacKenzie  
Principal