



School Office Hours

Monday - Friday: 8:00 am - 4.15 pm

Drop off and pick up times can be busy so try to choose a different time to drop off medication

Gowrie Street Primary School

1-19 Gowrie Street
Shepparton

gowrie.street.ps.shepparton@education.vic.gov.au
(03) 58213100



Gowrie Street Primary School Medications at school information

The information provided should be read with our
Administration of Medication Policy that can be found on our
website

<https://www.gowriestps.vic.edu.au/policies>



EMPATHY



DETERMINATION



PRIDE



EXCELLENCE



Medication at School – What Families Need to Know



At Gowrie Street, your child’s health and safety are our priority. To make sure we administer medication safely and correctly, we ask that all families follow the guidelines as set out in this pamphlet

The school will only administer medication in accordance with a completed and signed Medication Authority Form provided by a parent or carer. These are available from the office.

1. All medication must be:

- ✓ Clearly labelled with your child’s name
- ✓ In original packaging from the pharmacy
- ✓ Within expiry date

If your child’s medication or dosage changes, please provide updated documentation immediately!

2. Medication must also be accompanied by a signed letter from the prescribing medical professional, stating:

- ✓ Name of the medication
- ✓ The correct dosage
- ✓ The time/s of day to be administered

*This is done automatically if prescribed by school Paediatric Clinic

Other important points:

- 3. Parents/carers must hand the medication to the office staff —students should not carry medication in school bags (except for asthma puffers or EpiPens with prior approval).
- 4. **Missed medication at home cannot be administered at school based on phone permission. If your child has missed a dose at home, a parent or carer will need to come to school to administer it.**
- 6. For on-going school administered, medications, when the school runs low parent/carers will receive a phone call and a Compass text asking for medication to be dropped off.
- 7. **For emergency medications (e.g. asthma, anaphylaxis), please ensure the school has an up-to-date health plan signed by your doctor.**

Excursions: Medication normally administered at school will be sent with teachers. If a dose is due that would normally be given at home, after departure, families must give it to the the office prior to the excursion.

Camps: Families must provide all required medication for the camp directly to their child's teacher, along with written instructions.