Western Australian College of Agriculture
Narrogin
RTO 50506

STUDENT MEDICATION 2027

Dear parents, guardians and caregivers,

I am seeking your assistance in maintaining our process for managing the administration of medication to students while they are in the college's care. Except in an extreme emergency where treatment will be administered as deemed necessary, e.g. unexpected anaphylaxis, medication can only be administered by college staff if appropriate documentation and authority has been provided by parents, guardians or caregivers. This applies to both prescription and non-prescription medication.

Incidental non-prescription medication

Students can request standard non-prescription medication as required throughout the year. This includes paracetamol, ibuprofen, antihistamine (cetirizine, loratadine, fexofenadine), antacids, and electrolytes. The *Student Health Care Summary (Form 1)* must be completed as part of the enrolment process; without this authorisation your child cannot be given medication.

Please note that:

- if your child requires cold and flu medication, they will be considered too unwell to be at the college and will be asked to stay home or be collected until they have recovered.
- medication is not permitted to be kept in the student dormitories. Please seek advice from the college for specific concerns.

Long-term use of medication (more than 2 weeks or as required throughout the year)

If your child requires medication to be administered for more than two weeks or irregularly throughout the year, the college requires authorisation to do so. This authorisation can be provided by completing a *Generic Health Care – Long Term Medication form (Form 2)*. This form can be downloaded from the college website: *https://www.narroginag.wa.edu.au/current-students/policies-information-and-forms/* or obtained from the administration team or the Duty Room during Residential time.

Please be aware that specific medical needs may require their own management plan, these forms are listed at the end of this letter.

Short-term use of medication (up to two weeks)

For the administration of short-term medication, such as antibiotics, the college requires written authority from parents, guardians or caregivers. This can be provided by completing an *Administration of Medication – Short Term Medication form (Form 3)*. This form can be downloaded from the college website: *https://www.narroginag.wa.edu.au/current-students/policies-information-and-forms/* or obtained from the administration team or the Duty Room during Residential time.

Medication requirements

Please ensure that any medication supplied to the college for administration to your child:

- Is provided in a Webster pack if required daily,
- Is supplied in the original packaging if not required daily,
- Is clearly labelled with your child's name,
- Is within the expiration date, and
- Is in the correct dosage, as staff are not permitted to cut or alter the medication.

Additional medical forms that may be required are listed below and can be downloaded from the college website: *https://www.narroginag.wa.edu.au/current-students/policies-information-and-forms/* or obtained from the administration team or the Duty Room during Residential time, or posted on request.

- Severe Allergy or Anaphylaxis Management & Emergency Response Plan (Form 4)
- Mild to Moderate Allergies Management & Emergency Response Plan (Form 5)
- Seizure Management & Emergency Response Plan (Form 7)
- Asthma Management & Emergency Response Plan (Form 8)
- Personal Care Activities (Form 9)
- Emergency Response Plan for a Student with Special Needs (Form 10)

Please return completed forms to Administration by email: narrogin.wacoa.admin@education.wa.edu.au

We appreciate your cooperation in this process.

Yours sincerely,

CRoser

Clare Roser
Principal
November 2026