



Dear Parents/Guardians

**ADMINISTRATION OF AN ANALGESIC TO STUDENTS POLICY**

Analgesics (Panadol or Nurofen) may be administered to students under the following circumstances:

1. Such medication can **only** be given to the student by a registered nurse and only if it is the nurse's professional opinion that this is the best treatment at the time.
2. The College Nurse is a Registered Nurse.
3. For students in **Prep to Year 3**, the College Nurse will contact a parent or guardian of the child prior to administering an analgesic.
4. For students in **Years 4 to 12**, the College Nurse will administer analgesics where no signed "Refusal of permission to administer an analgesic" has been received by the College. In such cases, students will be issued with a note to inform their parents of the time, type and amount of medication administered.
5. Prior to the start of each academic year, all parents and guardians of students will receive information about the policy, and the "Refusal of permission to administer an analgesic" form.
6. This information will be distributed to new students at the time of enrolment.

**REFUSAL OF PERMISSION TO ADMINISTER AN ANALGESIC**

If you **do not wish** the College Nurse to administer an analgesic to your child at her professional discretion, and wish to be contacted first, please sign and return the form below;

The College Nurse  
Saint Stephen's College  
PO Box 441  
Oxenford, QLD 4210

Yours sincerely

Bob Nicol  
Assistant to the Headmaster – Administration and Compliance

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**REFUSAL OF PERMISSION TO ADMINISTER AN ANALGESIC**

Name of Child/ren: \_\_\_\_\_

Class / Tutor Group: \_\_\_\_\_

I request that the College Nurse DOES NOT administer an analgesic to my child/ren, in Years 4 to 12, without contacting me by phone first.

Contact Numbers: 1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

“There’s something about  
a Saint Stephen’s student.”