

Medicine Sign-out & Sign-in Process

Dear Parents and Friends of Castle Hill,

Medicine Sign-out Process

As part of our supporting children with medical conditions process, at the end of the academic year, all medicine held in school **will need to be collected by a parent/carer/nominated adult.**

For this term this will happen at **3pm on Tuesday 22nd July 2025** from the class teacher at pick-up.

Medicine cannot be sent home with the children and will need to be signed out by a parent/carer/nominated adult from the class teacher when you collect your child/ren. Please be patient with us, as this may take a few moments to complete at dismissal.

If your child/ren has any medicine in school that is not considered 'emergency' medication or that they no longer need in school, then you are welcome to collect before pickup on **Tuesday 22nd July** If you intend to collect any medication earlier than the 22nd, then please let us know so that we can have everything ready for you to collect from the office.

If your child/ren has an Inhaler and/or Auto Adrenaline Injector (AAI) e.g. EpiPen or Jext Pen in school, when you collect your child's medicine you will also be issued with new medical forms for you to complete over the summer alternatively you can complete these forms online.

<https://castlehillprimary.net/policies/medicines-and-illness>

If your child/ren attends a school club on a **Tuesday**, the medicine will be left with the club leader. You will need to sign the medicine out when you collect your child from the club.

Medicine Sign-in Process

The school will only be able to administer medicine as per the prescription instructions given by the doctor. **The school will not administer medication without the parent's written consent.**

You can download and complete a 'Parental Agreement to Administer Medicine' form from our website here -> <https://www.castlehillprimary.net/policies/medicines-and-illness>

Asthma Inhalers

On **Thursday 4th September**, please bring in your child's asthma inhaler in its original packaging along with the completed medical forms to the school office.

We request 2 inhalers to be stored in school – one inhaler will be kept with your child and the second inhaler will be held in the school office.

AAIs

On **Thursday 4th September**, please bring in your child's Auto Adrenaline Injector (AAI) in its original packaging along with the completed medical forms to the school office.

As per the current requirements, we are still requesting 2 AAIs to be stored in School – one AAI will be kept with your child and the second AAI will be held in the school office.

Other Prescribed Medicine

If your child/ren needs to have any other prescribed medicine administered in school at any point, it **needs to be signed in at the school office** along with the completed medical forms. Please do not pass medication to the class teacher on the door/gate or place it in your child's school bag.

Again, we ask that you are patient with us during this process.

Thank you for your support,

The Castle Hill Team