



**Penola**  
CATHOLIC COLLEGE  
EST. 1995

15 February 2024

Dear Families,

We are writing to advise of procedures for any students who require medication whilst at school including on excursions or camps.

Parent/Guardians are asked to please complete a Medication Authority Form if their child requires any form of medication during the school day or on an excursion or camp. This information will assist College staff to understand the medication requirements and ensure medication is administered safely.

The Medication Authority Form can be found here: [Medication Authority Form](#) or a hard copy available from the Campus Office Glenroy or Reception Broadmeadows.

Please note:

- All medication is to be stated on the Medication Authority Form.
- Medication provided to school is to be in original packaging and prescription medication labeled with the student's name.
- College staff will administer the medication as per the Medical Authority Form and store the medications safely.
- Students are not permitted to carry any medication on their person or in bags during the school day except for asthma medication, epi-pens, or required diabetes medication.
- Parent/Guardian signature and a Pharmacist or GP signature are required on the Medication Authority Form.

We appreciate your support. If you have any queries, please do not hesitate to contact Ms Erin Bonavia or Mrs Liviana Daniele the College.

Yours sincerely,

Mrs Liviana Daniele  
Deputy Principal- Head of Junior Campus

Ms Erin Bonavia  
Deputy Principal- Head of Senior Campus