

Individual Student Information Form for Camp

SURNAME: GIVEN NAMES:

Class

Teacher.....

This form MUST be returned by 23/3/2026 to class teacher.

Information Required	Yes/No	Details – please attach relevant action plans or doctor letters
Special Dietary requirements (e.g. vegetarian, no seafood, no pork, etc).		Please note that you child will receive a completely different menu and wear a wristband indicating that they have special dietary requirements.
Interrupted Sleep or other concerns (you are able to email teacher for confidentiality purposes if you mark Y – indicate if you have emailed)		
Medication Required – outside of usual school hours. Eg in the morning and/or at night. We will have the medication that is usually administered at school.		<p>If your child is requiring medication for camp you will need ensure read on the back of this form.</p> <p>You have to physically come into our administration office, sign and complete forms, including a register where you have acknowledged that you have provided the medication required. You will also have to come to collect the medication at the end of the camp and sign the register indicating you have collected it.</p> <p>You cannot do this through the class teacher.</p> <p>Please read carefully ensure all is completed by 23/3/2026.</p>

Parent/Guardian (Print Full Name)
Date

Parent/Guardian (Signature)

If your child requires medication to be administered at Camp – this means ANY TYPE of medication - even over the counter from the pharmacy. We are NOT ALLOWED to give your child any medication at all – including complementary or alternative supplements – unless you have physically come into our front office to collect and sign forms, including signing a form acknowledging that you have deposited the medication.

Bring the medication to the administration office by 23/3/2026. You will need to complete Consent to administer medication form in the administration office.

Guidelines for Medication on Camp

Strict procedures have been developed by the Queensland government regarding prescription and over-the-counter medication in schools, including school camps. Our school is committed to working closely with parents/caregivers to administer these medications within the guidelines. All parents/caregivers must:

- ▶ notify our school in writing of a health condition requiring medication at camp.
- ▶ Complete “Consent to administer medication” form.
- ▶ notify our school in writing of any requests and/or guidelines from medical practitioners, including potential side effects or adverse reactions.
- ▶ provide the prescription medication in the original labelled container to the **ADMINISTRATION OFFICE**
- ▶ ensure the prescription medication is not out of date and has an original pharmacy label with the student’s name, dosage and time to be taken as prescribed by the doctor.

School staff must not administer over-the-counter medication, including analgesics, homeopathic or prescribed medications unless they meet the accountability of a written request from a parent/caregiver accompanied by written advice from a medical practitioner and with the medication in the original labelled container. The exception is the reliever puffer, such as Ventolin, that is included for the emergency treatment of asthma under the guidelines.

In schools, self-administration of medication may apply to students who are assessed by their medical practitioner and parents/caregivers and approved by the principal as capable of administering their own medication while participating in school activities.

Self-administration of medication may include:-

- ▶ monitoring blood sugar levels and the injection of insulin for diabetes;
- ▶ inhaling medication such as ‘Ventolin’ for asthma;
- ▶ orally administering anti-convulsant medication for epilepsy; and
- ▶ orally administering enzyme replacements for cystic fibrosis.

Privacy Statement

The Department of Education is collecting the personal information in this form in order to:

- *obtain consent for the named child/student to participate in the named off-site activity;*
 - *help coordinate the off-site activity;*
 - *respond to any injury or medical condition that may arise during or as a result of the off-site activity;*
- and*
- *update school records where necessary.*

Where applicable, the information is being collected in accordance with section 102 of the Education and Care Services National Regulations and the Education and Care Services Regulation 2013 (Qld). The information will only be accessed by authorised departmental staff and stored securely. The information will be dealt with in accordance with the confidentiality requirements of, as applicable, section 426 of the Education (General Provisions) Act 2006 (Qld), the Information Privacy Act 2009 (Qld), and/or the Privacy Act 1988 (Cth). The information will not be disclosed to any other person or agency unless we have your consent or we are required or authorised by law to do so e.g. in compliance with relevant [Queensland Chief Health Officer’s Directions](#).