

Parental agreement for school to administer medicine (Appendix 2)

The school is unable to give your child medicine unless you complete and sign this form.

Name of child	
Date of birth	
Class name	
Medical condition or illness	
Medicine	
Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage, method and time (eg 5ml 1hr before food)	
Quantity given to school (eg 1 bottle)	
Has your child had this medication before?	
Any special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration (yes or no)	
Procedures to take in an emergency	
Date for review	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	School Secretary, Finance/Admin Assistant, or Headteacher – please delete as appropriate

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature: _____

Print Name: _____

Date: _____

St Mary's C of E (Aided) Primary School, Pulborough

Medication in school – helpful information for parents

At St Mary's we want to provide a sound basis for ensuring that children with medical needs receive proper care and support and encourage regular attendance and full participation in school life.

There is no legal duty that requires the school staff to administer medicines. However, to ensure that we meet the needs of our children, it is the school's policy that staff will give certain medication with written consent from the child's parent or guardian.

We have followed the guidance provided by the Department for Education & Skills and the Local Authority when setting our school policy on the administration of medication. To help parents to decide whether to ask the school to administer medicine to their child, please consider the following points taken from our policy:-

- Medicines should only be taken during the school day when essential; that is where it would be detrimental to a child's health if the medicine was not administered during the school day.
- The school will encourage parents to ask their doctor, where clinically appropriate, for medicines to be prescribed in dose frequencies which enable the medicine to be taken outside school hours, ie taken three times a day – morning, after school and at bedtime.
- Medicine must be prescribed by a doctor.
- Parents must hand medicines with a completed and signed consent form (available from the school office) to the Finance/Admin Officer, School Secretary or Headteacher.
- The medicine must be in the pharmacist's original container, and be clearly labelled with the name of the medicine, the child's name, the dosage and other relevant information.
- The school will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosage on parental instructions.
- Parents are responsible for making sure the medicine is not out of date and for disposing of any unfinished or date-expired medicines.
- The school is not able to give paracetamol, aspirin or ibuprofen to children under 16 unless prescribed by a doctor.
- The school feels that from Year 4 upwards, it is good practice to allow pupils with asthma who are mature enough to carry and manage their own medication. Parents must complete '*Request for pupil to carry their inhaler*' form, available from the school office, and provide the school with an additional inhaler for use in emergencies.