

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

Parental agreement for school to administer medicine (Appendix 2)

The school / setting will not give your child medicine unless you complete and sign this form, and the school / setting has a policy that the staff can administer medicine.

Name of child		Class:	
Date of birth			
Class			
Medical condition or illness			
Medicine			
Name/type of medicine <i>(as described on the container)</i>	eg: 1 bottle of Penicillen		
Expiry date			
Dosage and method	eg; 1 spoon 5ml - 1 hour before food		
Time(s) to be administered			
Special precautions/other instructions			
Are there any side effects that the school/setting needs to know about?			
Self-administration – y/n			
Procedures to take in an emergency			

NB: Medicines must be in the original container as dispensed by the pharmacy and the manufacturer's instructions and/or Patient Information Leaflet (PIL) must be included. Medication can only be administered if required 4 times per day, prescriptions for 3 times per day or less, must be administered at home.

Contact Details	
Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	School Secretary, Finance Assistant, Admin Assistant, or Headteacher if 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 confirm that this medication has been administered to my child in the past without adverse effect. I will inform the school/setting 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:

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.