

Administration of Medicines in Schools Form

Parental agreement for school to administer medicine

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

Name of School	
Date	
Child's name	
Group/class/form	
Name and strength of medicine	
Expiry date	
How much to give (i.e. dose to be given)	
When to be given	
Reason for medication	
Number of tablets/quantity to be given to school	
Time limit – please specify how long your child needs to be taking the medication	

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

Daytime phone number of parent or adult contact	
Name and phone number of GP	
Agreed review date to be initiated by (named member of staff)	

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 the medicine detailed overleaf has been prescribed by a doctor, and that I give my permission for the Headteacher (or his/her nominee) to administer the medicine to my son/daughter during the time he/she is at school. 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.

Parent's signature _____ Date _____
(Parent/Guardian/Person with parental responsibility)

- I give permission for my son/daughter to carry their asthma inhaler with them whilst at school and to manage its use.

Parent's signature _____ Date _____
(Parent/Guardian/Person with parental responsibility)

- I give permission for my teenage son/daughter to carry their adrenaline auto injector for anaphylaxis (epi pen)

Parent's signature _____ Date _____
(Parent/Guardian/Person with parental responsibility)

NOTES OF GUIDANCE

- The Head Teacher (or his/her nominee) will only administer medicines prescribed by a doctor.
- This form should be completed by the parent or guardian of the pupil and be delivered personally, together with the medicine to the Headteacher of his/her nominee.
- The medicine should be in date and clearly labelled with:
 - its contents;
 - the owner's name;
 - dosage;
 - the prescribing doctor's name
- The information given overleaf is requested, in confidence, to ensure that the Head Teacher is fully aware of the medical needs of your child.