



## Request for the School to Give Medication

Pupil Information:	
Child's Name:	Class:
Parent/Carer Name:	Parent/Carer Contact Number:

Details of Medication		
Name of Medicine:	Duration of Course:	
Dose Prescribed:	Date Prescribed:	Time(s) to be Given

Parent/Carer Consent:		
<p>I confirm the below medication has been prescribed by a GP/Medical Professional. It is clearly labelled indicating contents, dosage and child's name in FULL.</p> <p>I understand that medication must be handed to the school office by myself or a named responsible adult.</p> <p>I accept that this is a service which the school is not obliged to undertake and also agree to inform the school of any change in dosage immediately.</p>		
Name:	Signed:	Date:

<p><i>Medication will not be accepted by the school unless this form is completed and signed by the parents or legal guardian of the child.</i></p> <p><i>The Governors and Head of School reserve the right to withdraw this service.</i></p>
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### FOR STAFF USE ONLY:

Medicine Given On:			
Date:	Staff Signature:	Date:	Staff Signature:
Date:	Staff Signature:	Date:	Staff Signature:
Date:	Staff Signature:	Date:	Staff Signature:

## A Guide to the Administering of Medicine at School

We feel it is in everyone's interests if our policy at Puss Bank School and Nursery is clarified for parents and carers of our children.

There are few facilities for the safe storage of medicines at school and since young children in particular are naturally inquisitive, a potentially dangerous situation occurs when a bottle of medicine is brought into school.

We also feel that if a child is currently taking medicine; serious consideration should be given as to whether the child should be in school. However, we do recognise 'grey' areas where children may be finishing a course of medicine or where the medicine may be for an on-going condition. In this instance we would suggest the following:

- Medicines which require dosage three times a day should be administered at home (morning, after school and bedtime).
- On the rare occasions where a medicine needs to be given **four times daily** either a family representative can administer the dose at lunchtime or a member of staff will act as 'loco parentis' (in place of the parents) and administer the dose.

*In the latter case, clear written instructions must be provided together with appropriate dosage spoon if necessary. A standard form is provided for this purpose for your completion.*

However, please be aware that we cannot guarantee to administer medicines at a specific time. If this is an essential part of the medication then it may be necessary for the parents to consider administering the dose themselves since school cannot accept responsibility for administering medicine in circumstances where the timing is crucial.

We would appreciate the cooperation of all parents and carers in this matter.