

Administration of Medication to Pupils

Agreement between Parents and School

A parent must supply a written request in order for medication to be administered to pupils during school hours. It is only possible to administer medication that the child's doctor has prescribed. School staff cannot administer 'over the counter' medication.

It is also important to keep the administration of medication to a minimum and parents are requested to consider the possibility of administering the daily doses out of school hours. If this is not possible the following consent form must be completed and returned to the school:

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

Part 1 – To be completed by Parent/Carer

To the Headteacher:
(add name)

School:

My child (name)

Date of Birth:

Class has the following medical condition

I wish for him/her to have the following medicine administered by school staff, as indicated below:

Name of Medication:

Dose/Amount to be given:

Times(s) at which to be given:

Means of administration:

How long will the child require this medication to be administered?

Known side effects and any special precautions (please attach details)

Procedures to take in case of emergency (please attach details)

Emergency Contact 1

Name

Telephone

Work

Home

Mobile

Relationship

Emergency contact 2

Name

Telephone

Work

Home

Mobile

Relationship

Signature

Date _____

Confirmation of agreement to administer medicine

It is agreed that (child) will receive (quantity and name of medication) every day at (time medicine to be administered, for example, lunchtime or afternoon break).

(Child) will be given medication or supervised whilst he/she takes it by
(name of member of staff).

This arrangement will continue until _____ (either the end date for the course of medicine or until the parents instruct otherwise).

Signature

Headteacher/Medication Coordinator

Northumberland County Council – September 2014. Adopted by **Beaufront First School** in September 2014