

Parental Request for Medication to be Administered

The need for medication to be administered to pupils during school hours must be supported by a parent or guardian's written request. It is only possible to administer medication prescribed by the child's doctor. 'Over the counter' medication cannot be administered by school staff.

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.

To: Headteacher (name) _____

School (name) _____

I wish my child (name) _____ Class _____ to have the following medicine administered by school staff as indicated:

(i) Name of Medication _____

(ii) For how long will your child require this medication? _____

(iii) Time at which to be given _____

(iv) Amount to be given _____

(v) Means of administration _____

(vi) Special precautions (if any) (please attach details)

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

I undertake to deliver the medicine personally to you and to replace it whenever necessary. I also undertake to advise you immediately of any change of treatment prescribed by the doctor or hospital.

Signed: _____ Relationship to child _____

Date: _____