



Administration of Medicines in Schools

Name of School: Plympton St. Maurice Primary School

Name of Pupil: Class.....

Address of Pupil:
.....

Emergency Contact Number:

Medical Condition:

Medicine/Tablet	Dose	Times	Prescribed by

Parental Consent

If prescription medication: I confirm that a doctor has prescribed the above medications.

If non-prescription medication: I confirm that I take full responsibility for requesting this medication to be administered to my child whilst at school.

I give my permission for a trained member of school staff to administer the medication to my child during the time they are at school.

I understand that I am responsible for delivering and collecting the medication to my child's Class Teacher, Teaching Assistant or the School Office and accept that this is a service that the school is not obliged to undertake.

I understand that I must notify the school of any changes in writing.

Signed Date

Name and relationship to child:
(Parent or person with parental responsibility)

Staff Only:

Where it has been necessary to gain verbal consent for the administration of non-prescription medication; the member of staff will complete this form, indicating consent has been received below.

Tick to confirm verbal consent has been provided by Parent/Carer.

Signed..... (Staff)

Headteacher's signature:

Notes of Guidance

- For prescription medication, staff administering the medicine should do so in accordance with the prescriber's instructions. For non-prescription medicine, staff administering the medicine should do so in line with the parents written instruction on the front of this form, whilst also taking into consideration the instructions provided on the medication.
- This form should be completed by the parent, guardian or person with parental responsibility for the pupil and delivered with the medication to either the school reception or to the Class Teacher / Teaching Assistant.
- All medicine should be in date and clearly labelled as follows:

Prescription Medication

Must be provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.

Non-prescription Medication

Must be provided in the original container and labelled with the pupil's name, class and date provided to school.

- The information is requested, in confidence, to ensure that the school is fully aware of the medical needs of your child.

While no staff member can be compelled to give medical treatment to a pupil, it is hoped that the support given through parental consent, the support of the City Council through relevant guidelines, and the help of the School Medical Services will encourage them to see this as part of the pastoral role.

Where such arrangements fail it is the parent's responsibility to make appropriate alternative arrangements.