

REQUEST FOR A SCHOOL TO ADMINISTER **NON PRESCRIBED** MEDICATION

The school will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medicine

**Details of Pupil**

Surname \_\_\_\_\_ Forename(s) \_\_\_\_\_

Date of Birth \_\_\_ / \_\_\_ / \_\_\_\_\_

Class \_\_\_\_\_

Condition or illness \_\_\_\_\_

**Medication (Name)** \_\_\_\_\_

**Parents must ensure that in date properly labelled medication is supplied.**

Type of Medication (e.g. Tablet/Medicine/Spray/Drops)

\_\_\_\_\_

Expiry Date \_\_\_\_\_

Any Special Storage Instructions (eg Fridge) \_\_\_\_\_

**Full Directions for use:**

Dosage/Timing/Method of Administration

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Special precautions \_\_\_\_\_

Has this medicine been administered before without any adverse effects?

\_\_\_\_\_

Are there any possible side effects that the School needs to know about?

\_\_\_\_\_  
\_\_\_\_\_

Self-Administration

Yes/No (delete as appropriate)

**Procedure to take in an Emergency**

\_\_\_\_\_

**Emergency Contact Details**

Name \_\_\_\_\_

Phone No: \_\_\_\_\_

Relationship to Pupil \_\_\_\_\_

I understand that I must deliver the medicine personally to the School Office and accept that this is a service, which the school is not obliged to undertake. I understand that I must notify the school of any changes in writing.

**Signature(s)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Agreement of Headteacher**

I agree that \_\_\_\_\_ (name of child) will receive  
\_\_\_\_\_ (quantity and name of medicine)  
every day at \_\_\_\_\_ (time(s)) medicine to be administered eg morning  
break or lunchtime.

This child will be given/supervised whilst he/she takes their medication by  
\_\_\_\_\_ (Name of staff member)

This arrangement will continue until \_\_\_\_\_  
(either end date of course of medicine or until instructed by parents)

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**(The Headteacher/Authorised Member of staff)**

**This form will be retained in the school file.**