Lady Joanna Thornhill (Endowed) Primary School

REQUEST FOR SCHOOL TO ADMINISTER 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 medication.

PUPIL DETAILS

	Surname	Forenames
Child's Name:		

Class: | Date of Birth:

Condition of illness:

MEDICATION

Name/Type of Medication (as described on the container):

For how long will your child take this medication:

Date dispensed:

Full directions for use:

Dosage and method: | Expiry date:

Timing:

Side Effects:

Self Administration:

Procedures to take in an Emergency:

CONTACT DETAILS:

Name: | telephone:

Relationship to pupil:

Address:

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. This information is, to the best of my knowledge, accurate at time of writing and I give consent to the school / setting staff, to administer the medicine in accordance with the school/setting policy. I will inform the school/ setting immediately in writing if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature: | Date:

Relationship to child:

For School Use Only

I agree that _____ (child's name) will receive their medication as indicated above.

Your child will be supervised by an **Appointed First Aider** whilst they take their medication. This arrangement will continue until either the end date of the course of medicine or until instructed by parents.

Signed Headteacher: | Date:

Administration of Medication Guidelines

Introduction

These guidelines have been written to clarify the school's responsibility to children with medical needs that include administration of medication during school time.

Children should be discouraged from bringing medicines to school. Most dosages for antibiotics can be worked around home. Long term medication, which is essential, should be handed into the school office not the class teacher (unless an arrangement for a particular child has been made with the class teacher).

Parents' Responsibility

Parents will be responsible for informing the school regarding their child's specific medical needs and the need for medication in school. This will include completing the school's 'Administration of Medication' form that sets out clearly the type of medication required, the dosage required and full directions for use. It also includes details of a person to contact in an emergency. **All** medications (including Asthma inhalers not just the box or bag) should be clearly marked with the child's name and if possible the original prescription label which shows the child's name, dosage directions and expiry date. The leaflet that comes with the medication should also be left with the medication.

School's Responsibility

The school will be responsible for administering the dosage set out by parents. The administration of medication will be supervised by two members of staff (and where ever possible by an Appointed First Aider). All administration of medication should be recorded on an 'Administration of Medicine Check Sheet'. This records the child's name, Medication, Dosage, and records the time and date of dosage given.

Medication will be stored in secure location taking into consideration the medication's instructions for storage.

The school will return to parents all unused medication at the end of each half term. This allows parents to make sure that the medication is still within its use by date and should prompt parents to review whether the medication is still needed.

Specific instructions for Use of Asthma Inhalers in School

Inhalers are kept by the class teacher. The inhaler must be clearly labelled with the child's name and daily dose. It is the sole responsibility of the child to ensure that the correct dose is used and must be trained to use the inhaler. If the inhaler is to go home the child should organise this. Parents must complete a 'Request for School to Administer Medication' sheet, which is available from the school office.

The above forms a set of guidelines and are not seen to cover all circumstances. The request by parents for staff to administer medication to their child is seen as a request for staff to work 'in loco parentis'. The school will, therefore, endeavour to have the child's needs and safety as their paramount concern.