Form AM2

Name of School _____

REQUEST FOR A SCHOOL TO ADMINISTER MEDICATION

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

Details of Pupil

Surname _____ Forename(s) _____

Address _____

_____

Date of Birth ___ / ___ / ___ M ☐ F ☐

Class _____

Condition or illness _____

_____

Medication

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

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

_____

Date dispensed _____

Expiry Date _____

Full Directions for use

Dosage and method

_____

_____

_____

_____

NB Dosage can only be changed on a Doctor's instructions

Timing _____

Special precautions _____

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

_____

_____

Self Administration Yes/No *(delete as appropriate)*

Procedures to take in an Emergency

_____

_____

_____

Contact Details

Name _____

Phone No (home/mobile) _____

(work) _____

Relationship to Pupil _____

Address _____

_____

I understand that I must deliver the medicine personally to _____ (*agreed member of staff*) 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 Principal

I agree that _____ (*name of child*) will receive _____ (*quantity and name of medicine*) every day at _____ (*time(s) medicine to be administered e.g. lunchtime or afternoon break*).

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 Principal/authorised member of staff)

The original should be retained on the school file and a copy sent to the parents to confirm the school's agreement to administer medication to the named pupil.