Parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine *(as described on the container)*	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to the school office	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering 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(s) _____ Date_____

Medicine Administration procedure

(based on the Medical Conditions Policy)

1. Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
2. No child under 16 should be given prescription or non-prescription medicines without their parent's written consent – except in exceptional circumstances where the medicines has been prescribed to the child without the knowledge of the parents.
3. The parent/carer of the child requiring medication will initially be asked to come into school to give the medicine at the required time. If the parent/carer is unable to do this then parents will be asked to fill out a **Parental agreement for setting to administer medicine form (Appendix 1 overleaf)** – so we have parents' written consent.
4. The parent should take the medication to the school office and then be collected from the classroom Teacher or TA at the end of the day. Under no circumstances should medication be left in a child's school bag or drawer.
5. **Schools should only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.** The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.
6. All medicines should be stored safely in the classroom first aid box, which is sealed and kept out of reach of the children. Any medicines, such as antibiotics that should be kept in the refrigerator will be kept in the milk fridge in the staffroom. There is a clearly labelled air tight container for this purpose.
7. Staff administering medicines should do so in accordance with the prescriber's instructions.
8. Staff should use **Medical Tracker** to keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be noted.
9. Once medicine course has finished, the Parental agreement for setting to administer medicine form should be placed in the pupils' file.
10. If a child is going to attend either Before and After School Care with The Old Station Nursery (TOSN) then parent/carer must also complete the **TOSN Medication form**. Both forms must then stay with the medicine.