CARNINY PRIMARY 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) _____

Date of Birth ____ / ____ /____ 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 *(as detailed on medication*): _____

_____

N.B. 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 Classroom / 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 Principal

I agree that _____ (*Name of Child*) will receive

_____ (*Name of Medicine*) at the time specified for medicine to be administered, as detailed overleaf.

This child will be given / supervised (*delete as appropriate)* whilst he/she takes his/her medication by Principal / Teacher / Classroom Assistant / Office Staff / Supervisor

This arrangement will continue until the end date of the course of medicine or until instructed by parents.

Signed: _____ **Date: _____**

Principal

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.