

Request for storage and Administration of Medication in School

Child's Name..... Class

School Name.....

Name of Medication..... Dosage.....

How given Time to be given.....

Date to commence -.....Date to finish -.....

Does the medication need to be refrigerated: Yes / No

Reason for/circumstances in which medicine is to be given (no medication can be given without satisfactory reason).

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Signed by parent/carer..... Date.....

Name of parent/carer.....

Contact number.....

The above will only be administered by authorisation of the Headteacher.
Where authorisation is not given, the Governing Body and Staff at The Kennet Federation reserve the right not to give any reason.

Parents are responsible for:

- Personally handing all medicines in to the office
- Completing this form for each medicine
- Ensuring that the medicine is correctly labelled with the child's name, medicine name, dose and frequency of administration, cautionary advice and storage information.
- Collecting the medicine at the end of the day
- Making sure that their child take their medication (as necessary) to any out-of-school activities (this will usually be held by the teacher in charge).
- Informing the school whether any adverse effect may result from failure to receive the medicine or the possible side effects of administration.

The School is responsible for:

- Undertaking to administer medicines as agreed with parents.
- Correct storage of medicines
- Keeping a record of the medicine administered as appropriate (when medicines are to be given daily this may be unnecessary).

