

PROCEDURE FOR ADMINISTERING MEDICINE

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

FISHERGATE PRIMARY SCHOOL

Name of Child.....
 Date of Birth.....
 Class.....

Name/type of medicine (as described on the container)

Quantity received (eg half bottle)

Dosage and Method.....

Time to be administered.....

Special precautions.....

Date dispensed..... Expiry date:

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

Planned Review date.....

Person to initiate review:

I will deliver the medicines personally to:

The above information is to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy.

Parent/Carer's signature.....

Print name..... Date.....

Unused medicine will be returned to Parent/Carer

Date brought in:	Date brought in:	Date brought in:	Date brought in:
Signed by Parent/Carer:	Signed by Parent/Carer:	Signed by Parent/Carer:	Signed by Parent/Carer:
Date returned to parent/Carer:	Date returned to parent/Carer:	Date returned to parent/Carer:	Date returned to parent/Carer:
Signed by teacher:	Signed by teacher:	Signed by teacher:	Signed by teacher:

It is agreed that the above child will receive medicine in school as stated in this form. This arrangement will continue until either the end of the course or until notified by parents. Any changes to dosage will only be made in accordance with instructions on the dispensed container or written instruction from a doctor.

Date..... Signed.....(Headteacher)

A copy of the Managing Medicines in School Policy, which outlines Fishergate School's practices and procedures relating to administering medicines, is available on request.

This handout aims to inform you of your responsibilities with regard to supporting this policy in school.

Medication will not be accepted without complete written and signed instructions from parents/carers on the appropriate form (available from the Office or download from Website)

Medicines should only be brought into school when essential, i.e. where it would be detrimental to your child's health if the medicine were not administered during the school day.

Medicines must be handed to a responsible member of staff in the container in which they were supplied. Only a reasonable amount of medicine should be handed in at any one time.

Medicine containers should be clearly labelled with:

**The child's name
The name of medicine
Dosage and frequency
Date of dispensing
Storage instructions
Expiry date**

School **will not** accept unlabelled items of medication.

School can only follow the instructions on the bottle/packet. **Changes to dosage can only be made in accordance with instructions on the dispensed container or written instruction from a doctor.** Unused medicine must be collected and taken home when requested.

Other ways in which you can support school are:

Make sure your child is fit and well enough to attend school.
Provide full details, in writing, of any health problems he/she may have.
Keep the school informed of any changes
Provide full written details of any special religious and/or cultural beliefs which may affect any medical care that the child receives, particularly in the event of an emergency

All information should be provided as soon as possible, to allow the school sufficient opportunity to plan and prepare how they can meet your child's needs.

Ensure the school has a telephone number where you can be contacted in emergency. Have you changed your mobile phone?

Thank you in anticipation for noting your responsibilities and helping us maintain the health and safety of all pupils in our care.