



Greenbank Primary School

Request to administer medication during school hours

Legally, schools are not compelled to administer medication to children, because of the risks involved and possible consequences. However, wherever possible, we will try to assist children and parents when administering medicines in school time.

We do impose conditions before we will administer medicines to the children in our care.

1 We will only administer medicines prescribed by a Doctor/Consultant or appropriate Health Professional.

2 Medicines will only be accepted when clearly marked with the child's name and correct dosage.

3 Parents must fill in and sign the form below (forms can be downloaded from the website under Welfare). The completed form and medication must be brought to the main office. Medications must be collected from the office at the end of the school day.

DETAILS OF PUPIL

Surname: Class:

Forename(s):

Address:
.....

M / F Date of Birth:

Condition or illness:
.....
.....

MEDICATION

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

.....

Start Date

End Date

Full Directions for use:

Dosage and method:

Timing:

Special Precautions:

Side Effects:

Self Administration:

Procedures to take in an emergency:

.....

CONTACT DETAILS:

Name: Daytime Tel No:

Relationship to Pupil:

Address:

.....

I understand that I must deliver the medicine personally to a member of staff.

Signature: Date:

Medication returned to parents. Date

Signature.....