

**EAST RENFREWSHIRE COUNCIL  
Education Department**

**REQUEST FOR THE ADMINISTERING OF MEDICINES  
IN EDUCATIONAL ESTABLISHMENTS**

To the Head Teacher:

I request that ..... (Full name of Pupil)  
be given the following medicine(s) while at school:

Date of birth..... Class .....

Medical condition or illness .....

Name/type of Medicine .....

(as described on container)

Expiry date..... Duration of course.....

Dosage and method ..... Time(s) to be given.....

Other Comments .....

Self administration Yes/No (delete as appropriate)

The above medication has been prescribed by the family or hospital doctor (Health Professional note received as appropriate). It is clearly labelled indicating contents, dosage and child's name in FULL.

Name and telephone number of GP .....

I understand that I must deliver the medicine personally to the school and accept that this is a service that the school is not required to provide. I understand that I must notify the school of any changes in writing.

Signed ..... Print Name .....

(Parent/Carer)

Date .....

Daytime telephone number .....

Address .....

.....

.....

.....

**FORM AM1**

To be completed by the Head Teacher or his/her delegated representative:

I agree to ..... (name of pupil) being given

..... (name of medicine)

This agreement expires on ..... (date)

Date .....

School .....

*Note to parents:*

1. Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Head Teacher.
2. Medicines must be in the original container as dispensed by the Pharmacy.
3. The agreement will be reviewed on a termly basis.
4. The Head Teacher reserves the right to withdraw this service