Parental Request for Self-Administration of Medication

To:	The Head teacher
School:	

I wish my son/daughter, when necessary, to be permitted to take the following medicine(s) and/or perform the following clinical test(s)

Name of child/young person	Date of Birth	Class/Teacher	Date request made

Name of medical condition	

Details of medicine(s) and/or test(s)

Name of medicine(s) or test(s)	Dosage	Time to be administered (am/pm)	Only as required (tick)
A			
B			
C			

Please indicate the circumstances in which the medicine(s) or test(s) will be administered and action to take if the child/young person refuses

Please delete statements as appropriate:

Medication stored by school	Medication carried by Child
• It is/It is not necessary for a member of staff to record each dose of medicine and/or each test performed • My son/daughter will alert staff when medicaiton is required	• My son/daughter will carry the above medicine(s) at all times, for taking as required. • It is not necessary for a member of staff to record each dose of medicine and/or each test performed

I understand that:

- I will undertake to deliver the medicine(s) and/or test materials personally to school, and to replace them whenever necessary if my child is not carrying the medication
- I will advise you immediately of any changes in treatment prescribed by doctor or hospital.
- I must confirm that the **First Dose** of the medication has been given at home- **Excluding Emergency Medication**
- Staff within the school take responsibility for this on a voluntary basis and cannot take responsibility when my child/young person refuses to take medication

Signed by:	Relationship to child/young person:	Date:
Parent/Carer:		
School:		

This sheet might need to be repeated if the child/young person has multiple health care conditions

RECEIPT OF MEDICATION FOR CHILD		
Name of medicine	Date received in school	Expiry Date
Total amount of drug received (in mls, no. of tablets or units)		

Name of school:	Signature of staff member	Countersignature of 2nd staff member

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Please note that medication stored in schools will not be available outwith normal school hours.

Parents and carers must contact their GPs for the replacement of medication required outwith normal school hours and terms e.g., out of school clubs