Guidance for Supporting Healthcare Needs in Schools and Childcare Services **Appendix 4** *(page 1 of 2)*

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| **Parental Request for School Administration of Medication**  (Please enter information into the shaded areas)  (This sheet might need to be repeated if the child/ young person has multiple health care conditions) | | | | | | |
| To: The Head teacher | | | | | | |
| School: | | | | | | |
| I request that my son/daughter is given the following medication or clinical test by school staff as indicated below: | | | | | | |
| Name of child | 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) should be administered and action to take if the child/young person refuses to take | | | | | | |
| A | | | | | | |
| B | | | | | | |
| C | | | | | | |
|  | | | | | | |
| I understand that:   * I will undertake to deliver the medicine(s) and/or test materials personally to school, and to replace them whenever necessary. * 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: | |  | | |  | |

**Appendix 4** *(page 2 of 2)*

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| --- | --- | --- | --- | --- | --- |
| **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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| --- | --- | --- | --- | --- | --- |
| **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 | |
|  |  | | |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 out with normal school hours.  Parents and carers must contact their GPs within normal hours for the replacement  of medication out with normal school hours and terms |