


**BARKER'S LANE COMMUNITY SCHOOL, AFTER SCHOOL CLUB & NURSERY PLUS
REQUEST FOR SCHOOL TO ADMINISTER MEDICATION**

MEDICINES WILL NOT BE ADMINISTERED UNLESS YOU COMPLETE AND SIGN THIS FORM. ONLY THE HEADTEACHER OR AN AUTHORISED MEMBER OF STAFF AS AGREED BY THE HEADTEACHER WILL ADMINISTER THE MEDICATION. EACH MEDICATION WILL BE ENTERED INTO THE MEDICATION RECORD BOOK.

Pupil Name:			DOB:		
Address:					
Male / Female *	Year Group*: N R 1 2 3 4 5 6 ASC NP*				
Condition or illness					
Medication as described on container					
Medication instructions	Dosage & Method	Timings	Special Precautions	Side Effects	
Date dispensed			Duration of medication		
Self administration (if applicable)			Emergency procedures		
1 st Contact details	Name			Address	Telephone
	Relationship				
2 nd Contact details	Name				
	Relationship				

* Please circle or tick as required

I understand that I must deliver the medicine personally to the agreed member of staff and accept that this is a service which the school is not obliged to undertake.

Name: Signature:

Date:..... Relationship to pupil:

To enable a member of school staff to administer medication, a form must be completed and the medication handed in at the school office along with the request form.

Extract from Healthcare Needs Policy
(Full policy can be read on the school website)

A child who is unwell should not be sent to school, but we do recognise that occasionally a pupil may need to take medication during the school day, for example to complete a course of antibiotics.

- *A parent may visit school at any time to administer medicine to their child. They may also send another nominated adult e.g. close friend or grandparent to school to administer medicine provided the Headteacher has been advised in writing of the arrangement.*
- *If at all possible parents should ask the prescribing doctor or dentist to prescribe in frequencies which enable it to be taken outside school hours.*
- *Medication should only be taken to school when absolutely essential.*
- *Medication will only be administered following consultation with the Headteacher and with the written agreement of the parents.*
- *Whenever possible, only the dosage needed for one day should be brought to school.*

Parents are responsible for supplying information about medicines that their child needs to take at school, and for letting the school know of any changes to the prescription or the support needed. The parent or doctor should provide written details including:

- *Name of medication.*
- *Dose.*
- *Method of administration.*
- *Time of frequency of administration.*
- *Other treatment.*
- *Any side effects.*

If a pupil refuses to take medication, school staff will not force them to do so. The school will inform the child's parents as a matter of urgency. If necessary the school will contact the emergency services.