



(Template F)

Dear Parent/Carer,

Signature(s)\_\_\_

We require your written permission to administer any medicines in school. Please do not decant medicines into other containers. We can only accept medicines in their original container as dispensed by the pharmacy, otherwise we might miss important instructions and warnings. If your child refuses to take the medicine, we will make every effort to inform you on the same day.

Please hand the medicine over to a member of the Admin team personally.

For any medicines required on a long-term basis, ask the pharmacy if they can supply a separate labelled supply just for the school (they might need another prescription to do this). We can then keep a separate supply at school without the need for you to send medicines in each day.

The school will not give your child medicine unless you complete and sign this form, in accordance with the school policy that staff can administer medicine.

Date for review to be initiated by		
Name of school/setting	Padnell Infant School	
Name of child		
Date of birth		
Class		
Medical condition or illness		
Medicine		
Name/type of medicine (as described on the container)		
Strength of Medicine		
Expiry date		
Dosage and method		
Timing		
Special precautions/other instructions		
How should medicine be stored		
Are there any side effects that the school/setting needs to know about?		
Self-administration – y/n		
Procedures to take in an emergency		
NB: Medicines must be in the original co	ntainer as dispensed by the pharmacy	
Contact Details		
Name		
Daytime telephone no.		
Relationship to child		
Address		
I understand that I must deliver the medicine personally to:	School Admin Officer	

administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any

Date \_\_

change in dosage or frequency of the medication or if the medicine is stopped.