



MEDICAL INFORMATION

Dear Parent/Carer

If your child requires medication in school we would ask that you complete the medical form enclosed and return it to the school office, or with your child in September. You should bring the medication named on the form to school on the first day of term.

We ask that children **DO NOT** carry medication of any kind in their blazers or bags, this includes paracetamol and antibiotics.

All medication is administered under the supervision of an adult, and pupils receiving medication sign a form to indicate that they have received the required dose at the appropriate time.

If you have any questions or concerns about our medical policy, please feel free to contact me at school.

Thank you for your continuing support.

Yours faithfully

Mrs A Irvine
Principal

Request for School to Store and Administer Medication

You need only complete this form **IF your child requires medication in school**

STUDENT DETAILS

Name:

Class:

Date of Birth:

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Address:

Gender:

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Male

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Female

The school will not give your child medication unless this form is completed and signed and the Principal has agreed that school staff can administer the medicine.

Postcode:

BT

MEDICAL DETAILS

Condition or Illness:

Name or type of medication (as described on container):

Date Dispensed:

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Expiry Date:

 / /

****PARENTS MUST ENSURE THAT MEDICATION IS PROPERLY LABELLED AND 'IN DATE'****

FULL DIRECTIONS FOR USE

Dosage/Timing:

Dosage can only be changed on a Doctor's Instructions

Are there any side effects?:

Procedures to take in an emergency:

CONTACT DETAILS

Name:

Home/Mobile Tel:

Relationship to Pupil:

Work Tel:

Please note:

- Parents should keep their children at home if acutely unwell or infectious.
- When possible, medication should be taken outside of school hours. Parents are responsible for their young person's needs on the way to and from school.
- Where it is appropriate to do so, pupils will be encouraged to administer their own medication under staff supervision.
- Parents are asked to confirm in writing if they wish their child to carry their own medication in school. **This should NOT be done unless absolutely necessary.**
- The school will make every effort to continue the administration of medication to a pupil whilst on school trips from the school premises. However, there may be occasions when it may not be possible to include pupil on a school trip if appropriate supervision cannot be guaranteed.

I understand that I must notify the school in writing of any changes to my child's medical needs.

Signature Parent/Carer:

Date:

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Signature Principal/Authorised Staff:

Date:

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