



Form A

Parental agreement for school to administer medicine

The school has a policy that the First Aid Coordinator/teaching staff can administer prescribed/non-prescribed medicine **only** if a parent/guardian of the student concerned has completed and signed this form. (In the case of prescribed medicines there must also be a doctor's letter.)

Date: _____	
Child/Student's name	
Class/Year Group: Teacher/Form tutor:	
*Name and strength of medicine	
Expiry date	
**How much to give (i.e. dose to be given)	
Has your child had this medicine before without adverse effects	
Note: Medicines must be the original container as dispensed by the pharmacy	
Daytime phone no. of parent or adult contact	
<p>The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.</p> <p>signed:</p>	

*If more than one medicine is to be given a separate form should be completed for each one.

**Prescription medicines must have a doctor's letter attached

Medicines

Prescribed Medicines

- Medicines should only be taken to school when **essential**; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.
- Schools should only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage.
- Medicines that have been taken out of the container as originally dispensed or have had changes made to dosages on parental instructions, **will not** be accepted.
- It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime, negating the need for any medication to be taken at school.

Non-Prescription Medicines

- Non-prescription medicines should **not** normally be brought to school.
- Staff should never give a non-prescribed medicine to a child unless the parent/guardian has completed and signed Form A.
- Staff may administer non-prescribed medicine to a child **only** when the parent/guardian has completed Form A in accordance with our Health and Safety Policy.
- All medicines including cough sweets etc should be given to the class teacher/form tutor and kept by them in a safe place out of the reach of children.
- If children are found to have any type of medicine in their possession it should be taken by the class teacher/form tutor, kept in a safe place until home time and then handed over to the parent - reminding them that they must fill in Form A next time.