



# Lightmoor Village Primary School

Lightmoor Way, Lightmoor Village, Telford, Shropshire. TF4 3EG

## Request for School to Administer Medication

Details of Pupil					
Name		M / F	Date of Birth	___ / ___ / ___	Class
Condition or illness (e.g. tonsillitis, diabetes, infection etc.)					
Doctor's Details					
Name		Medical Practice		Tel:	

Medication and Administration				
Name of medication (give full details given on the container label):		Type of medication (e.g. tablets, mixture, other – please specify):		
Date dispensed: ___ / ___ / ___	Dosage & method:			
Times to be taken in school:	Is precise timing critical? Yes / No			
For how long will your child need to take this medication?:				
For medication that need not be administered at pre-set times please indicate when it should be given (e.g. before exercise, onset of migraine etc):				
The medication needs to be administered by a member of staff?			Yes	No
My child is capable of administering the medication him/herself under the supervision of a member of staff.			Yes	No
I would like my child to keep his/her medication on him/her for use as necessary			Yes	No
The medication needs to be readily accessible incase of emergency			Yes	No

Additional Information	
Precautions or side effects:	
What to do in an emergency?	

I understand that teachers have no obligation to give or supervise the administration of medicines at school. However, I request that the medicine named overleaf be administered by/taken under supervision of a member of staff, who will have had 'medicine handling and administration' or first aid training. The school, the Headteacher and staff accept no responsibility for any injury, death or damage suffered by a pupil as a result of the administration of the mentioned medicine in this form, other than any injury, death or damage which arises due to the school or any members of its staff being negligent. I shall arrange to collect and dispose of any unused/expired medicine at the end of each term.

Signed: \_\_\_\_\_ Parent/carer Date: \_\_\_\_\_

## Notes

1. The school will consider each request on its merits. Where it is impractical the school may feel it is more appropriate to ask parents to come in to administer the medication themselves or make arrangements at break or lunchtime for the pupil to go home to receive the medication.
2. The school may refuse to undertake administration where this is seen to be the reasonable decision in the best interest of the school. For example where timings of administration are critical and crucial to the health of the pupil and cannot be guaranteed; where specific technical or medical knowledge and/or training is required of where administration would make unacceptable intimate contact with the pupil necessary.
3. The school will not agree to administer any medication in school without a written request using this form, having first been made.
4. The school will not agree to administer and medication in school that is not essential to be administered during the course of the school day. (if it is acceptable for doses to be given before and after school the school should not be being asked to administer during the school day).
5. All requests will need to be discussed fully with the head teacher or other authorised member of staff before any medicines are sent into school.
6. Any prescribed medicine must be supplied to the school in the original container labelled by the pharmacist with the name of the medicine, full instructions for use and the name of the pupil. Any non-prescribed medicine brought by the family should be in the original container bearing the manufacturer's instructions/guidelines. The school may refuse to administer and medicines supplied in inappropriate containers.
7. For pupils on long-term medication the request form should be renewed by the parent/carer when required by the school and in any event at the beginning of each new school year.
8. Parents are responsible for notifying the school immediately in writing of any subsequent changes in medicines or doses.
9. Parents are responsible for notifying the school immediately if the doctor has stopped the medication.
10. Parents are responsible for collecting and disposing off any unused or expired medicine at the end of each term.
11. A record will be kept by the school of all medicines administered and when in respect of each pupil for whom it has agreed to administer medicines.
12. Where they feel it to be necessary the school reserves the right to ask parents to supply a doctor's note to support/confirm the information given on the request form.
13. You may find it necessary to seek your doctor's help in completing this form.

Revised: October 2018