

# Medication Request Form



[Please read the notes on the reverse of this form carefully].

Name of Pupil: ..... Date of Birth: ..... /..... /..... Room: .....

The Doctor: .....

Medical Practice: ..... Telephone Number: .....

has advised that it is necessary for my child to receive his/her medication during school time for:-

[No.        ] Days;                      [No.        ] Weeks;                      [Until Further Notice] for a long term illness.

(Complete as appropriate and/or delete those that do not apply.)

State nature of condition or illness (e.g. Asthma; Diabetes; Epilepsy, Cystic Fibrosis, Anaphylaxis, Recovery from? Illness, etc):

.....

Name of Medicine [to include full details as given on the container label issued by the pharmacist]:

..... Date Dispensed: .....

Type [eg. Tablets, Mixture, Inhaler, Other (please specify)]: .....

Dosage: ..... Time to be taken in School: ..... 12pm only .....

Is precise timing critical: Yes/No

**Please note** medication will only be dispensed during lunchtime with the exception of inhalers.

Reasons/times when medication need not be administered (eg when there is not an Asthma attack)

.....

Any Additional Information [about the Medicine] .....

State possible interaction with any other medicines such as paracetamol: .....

Any Precautions, Special Arrangements or Side Effects: .....

## Asthma Inhalers Only:-

- My child is capable of using his/her inhaler and should keep it with him/her for use as necessary.
- My child is not yet able to use the inhaler without supervision.

I understand that teachers have no obligation to give or supervise the administration of medicines at school. However, I request that the medication named be administered to my child whilst s/he is at school. I appreciate that the medication will be administered by a member of the teaching or non-teaching staff, who may not have any first-aid or medical training and I understand that the Head and staff of the school cannot be held responsible for any problems which may arise from the administration of medicine when given in accordance with these instructions.

I understand that the medicine must be delivered to and collected from the school by myself or a named responsible adult. In the case of a long term illness I shall arrange to collect and dispose of any unused, expired medicine at the end of each term.

Signed: .....(Parent/Carer)

Date: .....

<b>DATE</b>						
<b>GIVEN BY</b>						

<b>DATE</b>						
<b>GIVEN BY</b>						

## NOTES

1. The school will consider each request on its merits. Where it is practicable the school may well prefer parents to come into school at appropriate times to administer the medicine 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 interests of the school eg. in such cases where timings of dosage critical and crucial to the health of the pupil cannot be guaranteed; where specific technical or medical knowledge and/or training is required; 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 formal request using this form having been made.

4. The school will not agree to administer any medication in school that it 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 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 bought by the family should be in the original container bearing the manufacturer's instructions/guidelines. The school may refuse to administer any 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 obtaining fresh supplies of medication.

10. Parents are responsible for notifying the school immediately the medication has been stopped by the doctor.

11. Parents are responsible for collecting and disposing of any unused or expired medicine at the end of each term.

12. 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.

13. Where they feel it to be necessary the school reserves the right to ask parents to supply a doctors note to support/confirm the information given on the request form.

14. You may find it necessary to seek your doctor's help in completing this form.