

Sully Primary School – Request to Administer Medication

A parent is ultimately responsible for the administration of his/her child's medication. Medication which is required for a few days duration, such as antibiotics, must be administered by the child's parent or a person authorised by the parent, for example, an aunt or grandparent. If a child needs medication for a long period of time, that is weeks rather than days, and would not be able to attend school without the medication being administered during the school day then the headteacher will decide if the school can assist such a pupil. There is no legal or contractual duty on school staff to administer medicine or supervise a pupil taking it. This is a voluntary role. Relevant school staff who have volunteered, must have sufficient information about a pupil with long term medical needs in order that they can provide the appropriate support for that pupil.

Medicine CANNOT not be given to your child unless you complete and sign this form.

Name of Child:

Date of birth:

Year/Class:

Healthcare Need(s):

Medicine

Name/Type of medicine
(as described on the container):

Dosage and method:

Timing:

Special Instructions:

Self Administration (delete as appropriate) **YES/NO**

Emergency Contact Numbers:
(parents/relatives – home and work,
hospital/clinic contacts if relevant)
.....

I understand that I must deliver the medicine personally to the School Secretary or the Headteacher.

Parent's Signature:
Date:

Headteacher's Signature:
Date:

Office use only (initial):
Form completed by a) parent b) headteacher
Medication received
Details recorded in treatment book

