

**PARENTAL/HEADTEACHER AGREEMENT FOR SCHOOL/SETTING TO
ADMINISTER MEDICINE**

The school/setting will not give your child medicine unless you complete and sign this form and the school/setting has a policy that staff can administer medicine.

Name of School/Setting _____

Date _____

Child's Name _____

Group/Class/Form _____

Name and strength of medicine _____

Expiry date _____

How much to give (dose to be given) _____

When to be given _____

Any other instructions _____

Number of tablets/quantity to be given to school/setting _____

Medicines must be in the original container as dispensed by the pharmacy

Daytime phone no. of parent or adult contact _____

Name and phone no. of GP _____

Agreed review date to be initiated by
[name of member of staff]: _____

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature: _____ Print Name: _____

Confirmation of Headteacher's agreement to administer medicine

It is agreed that _____ *[name of child]* will receive
_____ *[quantity and name of medicine]* every day at
_____ *[time medicine to be administered e.g. Lunchtime or
afternoon break]*.

_____ *[name of child]* will be given/supervised whilst he/she
takes their medication by _____ *[name of member of staff]*.

This arrangement will continue until _____ *[either end date
of course of medicine or until instructed by parents]*.

Date: _____

Signed: _____

[The Head teacher/Head of Setting/Named Member of Staff]

RECORD OF MEDICINE ADMINISTERED TO AN INDIVIDUAL CHILD

Name of School/Setting _____

Name of Child
Group/class/ form _____Date medicine provided
by parent _____

Quantity received _____

Name of medicine _____

Expiry date _____

Quantity returned _____

Dose and frequency of
medicine _____

Date _____

Time Given _____

Dose Given _____

Any Reactions _____

Name of member of
staff _____

Staff initials _____