



'Let the light of Jesus shine through in all we think and say and do.'

**REQUEST FOR THE SCHOOL TO ADMINISTER MEDICATION**

Dear Headteacher,

I request that .....(Full name of Pupil) be given the following medicine(s) while at school today.....(Date)

Date of birth ..... Class.....

Medical condition or illness .....

Name/type of Medicine (as described on container).....

Expiry Date..... Duration of course.....

Dosage and method ..... Time to be given .....

Other instructions .....(e.g. medicine needs to be refrigerated)

Self administration Yes/No (mark as appropriate)

The above medication has been prescribed by the family or hospital doctor (Health Professional note received as appropriate). It is clearly labelled indicating contents, dosage and child's name in full.

Name and telephone number of GP .....

I understand that I must deliver the medicine personally to an agreed member of staff and accept that this is a service that the school is not obliged to undertake. I understand that I must notify the school of any changes in writing.

Signed .....

Print Name .....(Parent/Guardian)

Daytime telephone number .....

Address .....  
.....

Note to parents:

1. Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Headteacher.
2. Medicines must be in the original container as dispensed by the Pharmacy.
3. The Governors and Headteacher reserve the right to withdraw this service.