



# Harry Hotspur C of E Primary School

## Part of the NCEA Trust

### Parental Request for Medication to be Administered

*The need for medication to be administered to pupils during school hours must be supported by a parent or guardian's written request. It is only possible to administer medication prescribed by the child's doctor. 'Over the counter' medication cannot be administered by school staff.*

*It is also important to keep the administration of medication to a minimum and parents are requested to consider the possibility of administering the daily doses out of school hours. If this is not possible the following consent form must be completed:*

I wish my child (name) \_\_\_\_\_ Class \_\_\_\_\_ to have the following medicine administered by school staff as indicated:

(i) Name of Medication \_\_\_\_\_

(ii) For how long will your child require this medication? \_\_\_\_\_

(iii) Time at which to be given \_\_\_\_\_

(iv) Amount to be given \_\_\_\_\_

(v) Means of administration \_\_\_\_\_

(vi) Special precautions (if any) (please attach details)

(vii) Procedures to take in case of emergency (please attach details)

I undertake to deliver the medicine personally to you and to replace it whenever necessary. I also undertake to advise you immediately of any change of treatment prescribed by the doctor or hospital.

Signed: \_\_\_\_\_ Relationship to child \_\_\_\_\_

Date: \_\_\_\_\_