



Monksmoor Park CE Primary School

Croxden Way, Daventry, NN11 2PD

Tel: 01327 493112

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Head Teacher: Mrs Vicki Otway

Administration of Medication Agreement in School

Personal Information

Name of Child	D.O.B	Year Group
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Medical Condition/illness medication is required for

Name of Prescribing or Advising Doctor/Professional/Service

Medication

Medicine	Dose	Expiry	Once opened use by
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Time to be given daily <i>(delete as appropriate)</i>	<i>(AM/PM)</i>	OR	As and when required <i>(only to be selected for emergency medication)</i>	<i>(tick)</i>
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Maximum number of days to be administered <i>(surplus returned to parent/carer)</i>	<i>(Discontinue use after this date)</i>
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Declaration

I confirm that the above medicine has been prescribed by a doctor or advised by a doctor/other medical professional, and I give my permission for the Head Teacher (or nominee) to administer the medicine to my child during the time they are at school. I will inform the school immediately, in writing, if there is any change to the dosage or frequency of the medication or if the medicine is stopped.

Signed <i>(Parent/Carer)</i>	Date
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Name
(Please print)

NOTES OF GUIDANCE

- The Head Teacher (or nominee) will only administer medicines prescribed or advised by a doctor/medical professional/service.
- This form should be completed by the parent or carer of the child and be delivered personally, together with the medicine, to the school office.
- The medicine should be in date and clearly labelled with:
 - its contents;
 - the owners name;
 - dosage & clear direction for timing/spacing of doses;
 - information leaflet
- The information given above is requested to ensure that staff are aware of the medical needs of your child.
- Medicine should be given at home by the parent/carer where possible.

While no staff member can be compelled to give medical treatment to a child, we rely on the goodwill of trained staff members to ensure we are able to adequately support pupils with medical conditions while in our care. Where such arrangements fail it is the parent's responsibility to make appropriate alternative arrangements.

INTERNAL USE ONLY	Checked:	<i>(tick)</i>	Signed:
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