

To all parents

Administration of Medicines

Dear Parents,

If your child requires medication during the school day the following procedures must be followed.

1. The consent form must be completed in full and sent in with the child and the medicine. Further copies are available from the Office.
2. The medicine must be in a clearly labelled container with clearly written instructions as to its administration.
3. The medicine will then be administered by a member of staff, or your child if you have requested this, at the time stated on the instructions.

Please note that staff are not permitted to administer medicine to children without **written** instructions from you. Verbal instructions are not sufficient. This is the policy of Solihull Healthcare which the school is obliged to follow.

Parents may, of course, come into school to administer the medicine themselves to their child.

Thank you for your co-operation.

These instructions do not apply to the use of inhalers for asthma.

CONSENT TO ADMINISTER MEDICINES

The school staff will not give any medication unless this form is completed and signed.

Dear Head Teacher

I request and authorise that my child:

Name: _____

Date of Birth: _____

Address: _____

Phone No: _____

Class: _____

be given the following medication

Name of Medicine: _____

Time of Dose: _____

Dose: _____

Start Date: _____ Finish Date: _____

This medication has been prescribed for my child by:

Name of GP: _____,
whom you may contact for verification. I have confirmed that it is necessary to give this medication during the school day.

The medication must be in the original container indicating the contents, dosage and child's full name.

Signed: _____
Parent/Guardian

Date: _____