

Parental Agreement for Mountjoy School to Administer Medicine

The school will not give your child medicine unless you complete and sign this form. The policy for the administration of medicine is available in school.

Date	/ /
Child's Name	
Registration Group	
Name and Strength of Medicine	
Expiry Date	/ /
How much to give (<i>i.e. dose to be given</i>) mg /ml	
When to be given	
Method of Administration	
Number of tablets / quantity to be given to school	

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

Daytime telephone number of parent or adult contact	
Name and telephone number of GP	
Name of Consultant	

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

Parent / Carer's Signature: _____

Print Name: _____

Date: _____

If more than one medicine is to be given a separate form should be completed for each one.

Extract from Medicines Protocol.

In School we only administer medication that is needed more than 3 times a day or is required at specific times of the day.

Prescribed medication

Prior to medication being given in school, parents should record details of medicines on the pink form available from the school office. No pupil should be given medicines without their parent's written consent.

Medicines should be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions. In all cases it is necessary to check that written details include:

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time/frequency of administration
- Any side effects
- Expiry date

Any controlled drug, that is transported to and from school by LA Transport must be transported in a locked tin and handed to reception for signing in on arrival by both the staff member and PA. The drugs should then be signed for. The same will be necessary for any return trips.

At Mountjoy School we remember that all pupils have a right to refuse medication and this must be respected. However, every encouragement will be given to a pupil to ensure medication is taken.

Changes of medicine must be notified by parents and should be backed by a copy of the consultant's letter recommending changes.

All emergency medicines must be accompanied with a protocol from a doctor.

In the event that medication arrives in school without the appropriate forms then an email must be obtained from the parent/carer detailing

- The medication and dose to be given.
- Time to be given.
- Method of administration.

Non-prescription medicines.

All the safeguards for administering prescribed drugs in school also apply to the giving of non-prescribed/ over the counter medications.