

## Appendix A

# Parental Agreement for Setting to Administer Medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness


### Medicine

Name/type of medicine  
*(as described on the container)*

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

GP name and telephone number


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

### Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

[agreed member of staff]

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

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_  
(Parent/Carer/Guardian/Person with parental responsibility)

**Appendix B**  
**Record of Medicine Administered to an Individual Pupil**

Name of pupil:	
Group/class/form:	/ /
Date medicine provided by parents:	
Quantity received:	
Name and strength of medicine:	
Expiry date:	/ /
Quantity returned:	
Dose and frequency of medicine:	

Staff signature: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date:	/ /	/ /	/ /
Time given:			
Dose given:			
Name of member of staff:			
Staff initials:			

Date:	/ /	/ /	/ /
Time given:			
Dose given:			
Name of member of staff:			
Staff initials:			

Date:			
Time given:			
Dose given:			
Name of member of staff:			
Staff initials:			

Date:			
Time given:			
Dose given:			
Name of member of staff:			
Staff initials:			