

Request for Oatlands School to administer medication

The school cannot administer medication to your child unless you have completed and signed this form.
Please complete a different form for each medical condition requiring medication

DETAILS OF PUPIL

Surname: _____ Forename (s): _____

Address: _____

Class: _____ DoB: _____

Medical condition or illness, including symptoms which require medication to be held in school

DETAILS OF MEDICATION

Name of Medication (as described on container) _____

Expiry date of Medication: _____

(please make a personal note of this date, school does not take responsibility for monitoring expiry dates)

Directions for administration:

1. **Dosage** (how much to be administered)

2. **Method** (how it is administered)

3. **Timing** (when should it be administered)

4. **Course** (for long should we administer this medication)

Other information including procedures to take in emergency

EMERGENCY CONTACT DETAILS

Name _____ Daytime phone number(s) _____

I understand that I must deliver the medicine personally to agreed member of staff and accept that this is a service which the school is not obliged to take. I also undertake to monitor expiry date on medication and update when necessary.

Signature: _____ Date: _____

Relationship to pupil: _____

OSCAR CLUB

If your child attends OSCAR club, either before or after school, please ensure that you have provided additional medication to be used while they are there.

OSCAR staff will NOT have access to classroom or welfare room medication.

Medicines

The school has responsibility for the safety and welfare of pupils and will regularly review arrangements to ensure that the medical needs of the pupils are met at school.

School staff will only administer medication which has been prescribed by a medical professional. Where over the counter medication (e.g. Calpol) is required this will only be administered according to agreed instruction for a specific period of time. Staff cannot make judgements regarding whether a child needs such medication. Staff will not administer supplements, herbal remedies or any other homeopathic medication.

All medication must be in the original bottle/packaging and be clearly marked with the child's name before being handed to the school office.

For those children with long term/ongoing medication (inhalers, Adrenaline Autoinjector pens etc) we only require this form to be completed once during their time at Oatlands School. We will however ask parents to review their child's requirements on an annual basis and expect them to complete a new form if the medication/dosage/method or timing changes.

Medication is stored in a locked cupboard in the school office. Inhalers and allergy related medication will be stored in the child's class room and/or in the Welfare room to ensure they are accessible.