

Request for Oatlands School to administer medication

The school will not give your child medicine unless you complete and sign this form and the Head Teacher has agreed that school staff can administer the medication.

DETAILS OF PUPIL

Surname: _____ Forename (s): _____

Address: _____

Tel: _____ Class: _____ DoB: _____

Medical condition or illness, including symptoms _____

MEDICATION

Name/type of Medication (as described on container) _____

For how long will your child take this medication? _____

Expiry date of medication: _____

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

FULL DIRECTIONS FOR USE

Dosage and method: _____

Timing: _____

Procedures to take in 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 regularly reviews arrangements to ensure that the medical needs of the pupils are met at school.

Please do not send your child to school with medicines unless it is a long-term treatment i.e. inhalers for asthma.

Long-term treatment medicines must be clearly marked with the child's name and dosage and handed to the school office. Parents must complete a medication form annually. Inhalers will be stored in the child's class room or in the Welfare room to ensure they are readily accessible.

If a child needs medication whilst at school, it is the responsibility of the parents to administer it. We understand there may be times when a parent is unable to administer medicine and at that time any such medicines needed during the school day should be brought to school in the smallest practicable amount by the parent/carer, not the pupil, and be delivered personally to the school office. These medicines must be in the original bottle/packaging in which prescribed, clearly labelled with the:

- Pupil's name
- Contents
- Dosage
- Date

Parents will be asked to complete a written request for the school to administer medication. Medicines in school are kept in a locked cupboard or in a refrigerator, away from the pupils. A record is kept of all medicines administered.

Parents are encouraged to provide the school with full information about their child's medical needs so that staff can exercise appropriate levels of care.