



Dear Parent/Carer,

Legally schools are not compelled to administer medication to children, because of the risks involved and possible legal consequences. However, it is the school policy, wherever possible, to assist children and parents by administering prescribed medicines in school time, *if* the member of staff concerned is prepared to do so.

The school does impose certain conditions before it will administer medicine to the children in its care.

1. The school will not administer ‘over the counter’ medicines.
2. Parents must ensure that all medicines are clearly marked, with the name of the child, the dosage and the times that the medicine should be administered all stated. The pharmacists label should always be attached.
3. Parents must hand the medicine directly to the teacher, headteacher or other adult on the staff of the school who is authorised to give medication.
4. Parents must fill in and return the consent form below, giving permission for the medicine to be administered at the school.

Yours sincerely,

Louise Salewski
 Headteacher



Medication consent form

I request that my child..... in Year.....

be given the following medication:

Name of medication.....

Dosage and time to be administered.....

Period over which medication is to be administered.....

(Signed).....Date.....



Head Teacher
Louise Salewski

Deputy Head
Bob Wade