

Clares Court



Administration of Medicine Request

CONFIDENTIAL

Whenever possible children must take any prescribed regular medication outside of school/holiday club hours. If this is not possible, parents/guardians must contact the School/Holiday Club Nurse before we can administer the medication and a school 'Administration of Medicine Request Form' completed. **All Medication should be delivered to the Nurse in the original packaging, with the pharmacy label attached, stating the child's name, contents and dosage (including timing and method of administration).** Please ensure children do not have medication in their possession except Epipens and Asthma Inhalers.

Child's Name		Date of Birth	
As parent or guardian of the above named child. I request that you arrange for the administration of the following medication which has been prescribed for the conditions stated:			
Condition			
Medicines			
Dosage			
I confirm all medication is labelled as above. I understand that although the School will endeavour to administer the medicine according to the instructions given, no responsibility can be accepted if a dose is late or missed.			
Print Name		Signature	
Relationship to child/ward		Date	

Administration of Medicine Request Information

In order to comply with guidelines, the School is required to have these forms completed when we need to administer medicines to children. In the School's view, there are three possible sets of circumstances where this involvement may be necessary:

- i. where a child, recovering from a short term illness, is well enough to return to school but is receiving a course of antibiotics or cough medicine
- ii. where a child has a chronic illness or ongoing complaint such as diabetes, asthma or epilepsy
- iii. where a child is in good health but could suffer a major allergic reaction (e.g. peanuts, wasp stings) for which adrenalin or similar medication may have to be given

Please return to your School/Holiday Club Nurse via the School/Holiday Club Office