

Brockington College Administration of Medicine Form



The school cannot give your child medicine unless you complete and sign this form

Name of child:	
Date of birth:	
Tutor group:	
Medical condition or illness:	
Reason for Medication:	
Date for review of medication:	To be initiated by
Medicine (<i>as described on the container</i>):	
Expiry date:	
Dosage and method:	
Times of Administration:	
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:	
Name of person completing this form:	
Relationship to child:	

The above information is, to the best of my knowledge, accurate at the time of writing. I give consent to the school to administer medicine in accordance with their 'Supporting Children with Medical Conditions' and 'Administrations of Medicines' Policies. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is no longer required. I have read the Guidance Notes overleaf

Signature(s) _____ Date _____

We appreciate that sometimes it will be necessary for your child to take medication during the school day. It is **very important** that **ALL** medicines are stored and administered safely. Staff administering any medicines to your child will be expected to follow a strict protocol. Therefore, please can you consider the information shown below:

You must provide the following information:

- The reason for the medicine (including any diagnosis)
- The amount to be taken (i.e. 1 tablet / 5 mls)
- The medicines strength (i.e. 500 mg-per tablet)
- The duration that the medicine should be taken (i.e. 7 days or until further notice)
- Time for medication to be given (avoiding lesson times, unless medically essential)
- Expiry date and batch number on the medicine
- The original packaging / label (you may reduce the amount of tablets / liquid to keep at home)

With regret, we are unable to:

- Accept handwritten notes or incomplete consent forms
- Administer medication if we deem it unsafe to do so
- Accept medication if it is not in the correct packaging
- Store large amounts of medicine
- Administer medication if your child is unwilling to take it
- Remind your child to take their medicine



Forms are available:
*The Medical Room,
Reception or Online*

Your child must:

- Present themselves to the first aid room to take their medicine, as instructed by yourself or their Doctor.
- Not carry medicine around the school, unless they have a medical form instructing them to do so (pupils found in possession of medicine without the form will be asked to give this to the school Health Co-ordinator for safekeeping, until you are able to collect it).
- Not 'share' their medicine with other pupils

Where your child may have specific requirements or require additional support, our SEN department and School Health-Coordinators will do their best to assist where possible. Please call:

Miss K Brotherton School Health Co-Ordinator. 0116 286 3722 (ext 109)