



Medicine Administration in School

IMPORTANT INFORMATION: The school will not give your child medicine unless this form is completed and signed.

Parents must understand that school is a busy place with no full time qualified nurse on site and whilst we do our best to ensure that medication is taken and received at the correct time, we cannot be held responsible if for any reason this does not happen.

Staff will only be able to administer prescribed ANTIBIOTIC medication and the first dose should always be given by a parent in case of adverse reaction. If medication is required 3 times a day we ask that this is managed by parents out of school hours.

Name of child:	Class:
Condition/Illness:	
Medication: NOTE - school will only accept prescribed medication in original container with dosage and name of child on. Name of medication:	
Directions for use: Dosage: Time for medication to be taken:	
Procedures to take in emergency: Contact in emergency: Telephone No: Doctors name / telephone number:	

I understand that I must deliver the medicine personally to the school office and accept that this is a service which the school has no obligation to undertake. Under no circumstances must any medication be left with a child.

Signature:

Relationship to child: Date:

Recording of Medication Administration

DATE	TIME MEDICATION GIVEN	DOSE GIVEN	STAFF MEMBER