

Appendix 3

Form 1: Request for school to issue non-prescribed medication in school

To be completed by the parent/carer




Pupil's name	Date of birth
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I request that the above pupil be given the following medication while at school. I have given the first dose of this medication to my child and no adverse reaction has been observed.

Name of medication	Dose to be given	Minimum time between	Medication to be given if the following symptoms occur

A doctor has not prescribed this medication. It is in the container in which it was purchased and is clearly labeled with the child's name in full and the dose to be given.

I realise that this is not a service that the school is obliged to undertake. I accept full responsibility for informing the school if my child has been given a dose of this medication before coming to school. I accept responsibility for ensuring that the medicine has not expired and that there will be enough medicine supplied to the school for my child's needs. I will collect all unused medicine from the school at the end of the summer term. I accept that the school will destroy any unused medication that remains uncollected.

Parent/carer's name (please print)	
Address	 Home
	 Work
	 Mobile
Signature	Date

Note: The school will not accept medication unless this form is completed and signed by the parent/carer of the pupil and the head teacher agrees the administration of the medication. The head teacher reserves the right to withdraw this service.