

Parental authorisation for child to receive *prescribed* medicines in school

The College's policy

Our policy follows the County's Health and Safety guidelines. We will not provide pupils with **any** medication unless authorised in advance by a parent and prescribed by a doctor. The medicine must be given to a qualified first-aider in School Reception in its original container and labelled with the name, date and correct dosage. Inhalers are exempt from these guidelines, as it is important that the pupil has his / her inhaler to hand at all times.

Any medicines handed over to the office will be stored at room temperature. It is the responsibility of the pupil to come to the office at the appropriate time. Only if an exact time is specified in the doctor's directions should a pupil leave a lesson to take medication. The medicine will be administered to the pupil by an adult who has received first aid training.

The office staff will not administer any form of pain relief to pupils such as paracetamol or aspirin. In severe cases of headache, for example, the parent will be contacted and asked to come into school to administer any necessary pain relief he or she deems necessary.

Name of child Date of birth

Form Tutor

Home telephone number

Emergency Contact number

Name of prescribing doctor Telephone

My child has been prescribed the following medicines which must be taken during the school day:

1. 2. 3.

I understand and accept the school's policy as outlined above.

Signature of parent Date

Medicine Record

Date	Time	Dose Given	Signed