

## BEECHCROFT INFANTS' SCHOOL

### THE ADMINISTERING OF MEDICINES IN SCHOOL

Dear Parent/Carer

To safeguard against any problems with children's medicines in school, I would like to tell you about the routines we have at Beechcroft. Ideally, we would prefer parents to administer medicines to their own children during school hours, after first having made arrangements with the Headteacher.

However, we appreciate this may be genuinely impossible (e.g. both parents are at work all day). In these cases, prescribed medicines only (prescribed by a doctor) will be administered by a designated member of staff after this form has been completed. It will also be the responsibility of the parent to check that all medicines are in date.

Child's name \_\_\_\_\_

Child's class \_\_\_\_\_

Name of medication \_\_\_\_\_

Reason for medication \_\_\_\_\_

Time medication should be given \_\_\_\_\_

For how many days will medication be required? \_\_\_\_\_

Where does medicine need to be stored? \_\_\_\_\_

**All medicines must be delivered personally to the school office. Medicines must be labelled with the child's name.**

**I accept that the Headteacher and/or school staff will not be held responsible for any consequence arising from the administering or failure to administer any medicines during school hours.**

Signed \_\_\_\_\_

Date \_\_\_\_\_

Relationship to child \_\_\_\_\_