

Daubeney Middle School
SCHOOL MEDICINE RECORD

Pupil's Name _____ Form: _____

Name of Medicine: _____

Strength of Medicine if appropriate: _____

How much to give (dose): _____

When to be given: _____

Any other instructions (include details for any side effects to watch for): _____

Phone No. of parent or adult daytime contact: _____

Medicine to be left at school *YES/NO Medicine to be taken home each day *YES/NO *Delete as applicable*

In consideration for the Joint Headteachers and the named persons agreeing to give medication to my/our above named child during school hours, I/we agree to indemnify the Joint Headteachers, the named persons and the Local Authority against all claims, costs, actions and demands whatsoever resulting from the administration of the medicine unless such claims, costs, actions or demands result out of the negligence of the Joint Headteachers, the named persons or the Local Authority. I understand that I must deliver the medicine personally to the school and accept that this is a service which the school is not obliged to undertake.

Parent/Carer's signature _____

If more than one medicine is to be given a separate form should be completed for each.

Date														
Time Given														
Sign														
Date														
Time Given														
Sign														
Date														
Time Given														
Sign														

Date medicine returned to parent on completion of course of medicine: _____

(should there be any side effects, contact the parents immediately, making a note on the back of the form, of the problem and the time and date when you informed the parents)

Staff signature: _____

Under the guidelines held within the policy the following statement of parent's responsibility has to be distributed. All parents/carers must:

- a. inform the school in writing of all medicines to be given at school, by completing a school medicine record. If your child is to be given more than one medicine in school, a separate medicine record should be completed for each item. These forms will be available at the school office and must be completed before designated staff administer the medication.
- b. Provide medicine to the school in the original container from the chemist and clearly labelled with:
 - Child's name
 - Class/Tutor Group
 - Name of medicine
 - Strength of medicine if appropriate
 - How much to be given (i.e. dose)
 - When to be given
 - Expiry date if available
 - Any other instructions
- c. notify the school in writing of any changes in medicines
- d. make suitable arrangements to replenish the supply of medicines if necessary
- e. under no circumstances will pain relieving medication be administered to pupils. If a
- f. pupil presents with symptoms needing pain medication, parents/carers will be contacted to bring in **Paracetamol** and administer the dose. A form will have to be completed before the medicine is administered.
- g. it is the responsibility of the parent/carer of pupils who need medication such as Epipens to ensure that the pens are renewed on a yearly basis, and that the old pens are removed from the premises.
- h. It is the responsibility of the parent/carer of pupils who need inhalers for asthma ensure that replacement inhalers are brought into school before the supply already issued runs out. If your child's inhaler medication runs out or expires and there is no replacement at school, parents will be notified immediately and the child will be removed from school and taken to the hospital. Parents will be informed if their child seems to be excessively using their inhaler or not using the inhaler appropriately.

Medication should only be brought into school when absolutely necessary. Parents/carers are encouraged to request, where possible, that medication be prescribed in dose frequencies which enable it to be taken outside school hours.

The Administration of Medicines policy is a lengthy document, the above guidelines are just an extract. Parents can view the policy if they so wish by contacting the office and making an appointment to come into school.