



Headteacher: Mrs J Cooper
 North End Avenue
 North End
 Portsmouth
 PO2 8NW
 Tel: (023) 9266 1192
 Fax: (023) 9266 6937

Medicine Request Information Form

Dear Parent,

There is no legal duty that requires a member of the school staff to administer medicines because of the risks involved and possible legal consequences. However at Stamshaw Infant School it is the school policy, wherever possible, to assist children and parents by administering prescribed medicines in school time. Paracetamol or ibuprofen will not be administered unless prescribed by a doctor or in exceptional circumstances and only then with the specific permission from the Headteacher.

The school does impose certain conditions before it will administer medicine to the children in its care.

1. The medicine must be prescribed by a doctor and in its original container.
2. Parents must ensure that all medicines are sent to school in a bag clearly marked with the name of the child, class and the correct dosage.
3. Parents must hand the medication directly to the Administrative staff in the office.
4. Parents must come into school to administer medicine if their child requires more than one dose during the day.
5. Parents must fill in and return the consent form below, giving permission for the medicine to be administered at the school.
6. Medicine will only be given within a month of the prescribed date.

Yours sincerely,
Mrs J Cooper
 Headteacher
 Mrs J. Cooper

Administration of medicines/treatment consent form

Child's Name..... Class..... Date of Birth

Reason for medication

I agree to members of staff administering medicines/providing treatment to my child as directed below or in the case of emergency as staff consider necessary.

Signed..... Date.....

Print Name Emergency contact number

Name of Medicine	Dose	Time of Dose	Date prescribed

Is this medication on going? Yes / No