



Headteacher: Mrs P Edwards
 Middleton Road, Oswestry, Shropshire SY11 2LF
 Tel:01691 654832 Fax: 01691 688913
 Email:admin@holytrinity.shropshire.sch.uk
 www.holytrinity.shropshire.sch.uk

Parental Agreement for School to Administer Medicine

The school will not give your child medicine unless you complete and sign this form

Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	
Name and phone no. of GP	
Name/type of medicine <i>(as described on the container)</i>	
Dosage and method	
Are there any side effects that the school needs to know about?	
Procedures to take in an emergency	
Contact Details	
Name	
Daytime telephone no.	
Relationship to child	
Address	

I accept that this is a service that the school is not obliged to undertake.

I understand that I must notify the school of any changes to my child's medication in writing.

Date _____ Signature(s) _____

Please note: It is your responsibility to ensure that the school is kept informed about changes to your child's medicines, including how much they take and when. It is also your responsibility to provide the school with medication that is clearly labeled and in date.



*We are a Christian school where we value one another, want the best for everyone,
work hard and enjoy the journey.*

Deo Fretus - Trust In God





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Prescribed Medicines - NOTES

- Holy Trinity C of E Primary School will consider each request on its merits. Where it is practicable the school may well prefer parents to come into school at appropriate times to administer the medicine themselves.
- Holy Trinity C of E Primary School may refuse to undertake administration where this is seen to be a reasonable decision in the best interests of the school eg. In such cases where timings of dosage critical and crucial to the health of the pupil cannot be guaranteed; where specific technical or medical knowledge and/or training is required; where administration would make unacceptable intimate contact with the pupil necessary.
- Holy Trinity C of E Primary School will not agree to administer any medication without a written formal request using this form having been made.
- Holy Trinity C of E Primary School will not agree to administer any medication that is not essential during the course of the day. (If it is acceptable for doses to be given before and after school the school should not be asked to administer during the day.
- All requests will need to be discussed fully with the Headteacher or other authorised member of staff before any medicines are sent into school.
- Any prescribed medicine must be supplied to the school in **the original container labelled by the pharmacist with the name of the medicine, full instructions for use and the name of the pupil.**
- For pupils on long-term medications, the request form should be renewed by the parent/carer when required by the school and in any event at the beginning of each new school year.
- Parents are responsible for notifying the school immediately in writing of any subsequent changes in medicines or doses.
- Parents are responsible for obtaining fresh supplies of medication.
- Parents are responsible for notifying the school immediately the medication has been stopped by the doctor.
- Parents are responsible for collecting and disposing of any unused or expired medication at the end of each term.
- A record will be kept by the school of all medicines administered and when in respect of each pupil whom it has agreed to administer medicines.
- Where they feel it to be necessary the school reserves the right to ask parents to supply a doctor's note to support/confirm the information given on the request form.



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