

## Headteacher Agreement for School to Administer Medicine

Please note, the school will only accept medicines that are:

- In-date
- Clearly labelled with the child's name and provided in the original container as \*dispensed by the pharmacist, and include instructions for administration, dosage and storage (\* for prescribed medicines)

Medicine can only be administered and/or supervised by school staff during the school working day (9am to 3:00pm). If your child needs to have medicine outside these hours then you must arrange to administer it yourself or arrange separately for Clubland to administer the medicine (this would need to be done directly with Clubland if applicable).

Please refer to our **Supporting Pupils with Medical Conditions Policy** on our website or available to read by request at the school office. Please deliver the medicine to the school office with this form completed.

Name of Child			
Date of Birth		Year and Class	
Medical Condition			
Medicine Name		Medicine Expiry Date	
Start and end date to administer medicine			
Dosage Time	11.30a.m (before food)	or	1.30pm (after food)
	<i>Please delete as applicable</i>		
Has a dose been given today? If yes what time?			
Are there any special precautions needed? If yes what?			

Contact details (in case of an emergency or need for clarification)	
Name	
Relationship to pupil	
Daytime telephone	

**I understand that I must notify the school of any changes as soon as I am aware of them.**

School declaration – for school use:

It is agreed that the pupil named above will be given the required medicine as per the instructions given by the parent and as per the prescription.

The medication will be administered/supervised by Cranmere staff.

This agreement will continue until the course of treatment ends or until instructed by parents.

Signed \_\_\_\_\_ Headteacher      Date: \_\_\_\_\_

**Privacy Notice:**

The information you provide on this form will be used for the purposes of providing appropriate pastoral care. We will not use your information for any other purpose unless the law allows us to do so or we have your consent. We are committed to protecting your information and will handle it in line with the Data Protection Act 1998, and the expected provisions of the DPA 2018. For further information about how we will handle personal information and your rights please visit our website at: <http://www.cranmereprimary.org.uk/key-info/gdpr.html>