**Administration of medicines consent form**

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

|  |  |
| --- | --- |
| Name of pupil |  |
| Class |  |
| Medical condition |  |
| Name of prescribing doctor |  |
| Medicine |  |
| Dose |  |
| Frequency/timing of dose |  |

Please note that medicines will only be accepted in their original container and if they are clearly labelled with:

* Name of child
* Name and dose of medicine
* Frequency of administration
* Name of prescriber

|  |  |
| --- | --- |
| I confirm that the above medicine has been prescribed by a doctor, and that I give permission for the Head teacher (or his/her nominee) to administer the medicine to my child during the time they are at school. | |
| Signed (or type name to act as electronic signature) |  |
| Date |  |

See Overleaf for details of our procedures for administering medicines in school

**Administration of Medicines**

Newport Community School Primary Academy will not enter into any agreement to administer non-prescribed medicines, unless under exceptional circumstances. The exception to this is paracetamol, which will be administered on completion by parents/carers of the relevant form found on the school website (e.g. for pain relief). This includes information on when the previous dose was taken.

A child will not be given medicines containing aspirin or ibuprofen unless prescribed by a doctor.

Where Newport Community School Primary Academy agrees to administer medication:

1. Medicines will only be accepted in their original container and if clearly labelled with:
   * Name of child
   * Name and dose of medicine
   * Frequency of administration
   * Name of prescriber
2. The exception to the above is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container
3. Medicines will only be administered in school where it would be detrimental to the child’s health not to do so
4. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours
5. Parents/carers must complete the relevant parental agreement form which can be found on the Academy’s website
6. The dose of medication can only be altered by the prescriber. Alterations will not be accepted from the parent/carer
7. Medicines of more than seven days’ duration will usually have a Healthcare Plan
8. Medicines will be regularly reviewed and any left-over will be handed back to the parent/carer. If the parent/carer does not collect the medication it will be destroyed appropriately by the school within 2 weeks of a letter of notification.
9. If a child refuses to take medicine, staff will never attempt to force them to do so, but will note this in their records and follow agreed procedures. Parents/carers will be informed of the refusal on the same day. If a refusal results in an emergency, then the school’s emergency procedures will be followed.

*Further details on our procedures for the administration of medicine can be found in our First Aid Policy which is available on our school website.*