



**PARENTAL CONSENT FORM**

If your child requires medication to be administered during school hours, this consent form **MUST** be completed and returned before any medication can be given.

All medication that expires will be returned home for disposal along with a new consent form. Parents/guardians should replace medication when required and the new form completed and sent back into school with the medication.

Medication will also be returned home at the end of the school year. New medication and consent forms should be sent back into school ready for the start of the new school year.

**Receipt of medication**

Name of Child	
Date medicine provided by parent/guardian	
Name and strength of medicine	
Quantity of Tablets	
ml bottle	
Expiry Date	
Batch Number	
Dose and frequency of Medicine	
<b>Parent/Carer signature</b>	
Quantity received	
<b>Checks carried out by office</b> (receiving staff signature)	
<b>Quantity/batch and expiry date confirmed at handover to Contenance Coaches</b> (sig)	

**Return of medication**

Quantity returned to parent/carer	
Date	
Staff Signature	



INVESTORS IN PUPILS

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# First Aid and the Managing Medication in School Policy

## Introduction

Parents/carers have the prime responsibility for their child's health and should provide the school with information about their child's medical condition, obtaining details from the GP or paediatrician if needed.

## The Administration and Storage of Medicine

In accordance with the local authority's recommendations, Dorin Park will now follow the guidance which has been drawn up in accordance with the DfE guide 'Supporting pupils at school with medical conditions' and in consultation with the School Nurse.

The guidance states:

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- No child under 16 should be given prescription or non-prescription medicines without their parents' written consent.
- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

The Statutory Framework for the Early Years Foundation Stage 2014 states:

- Medicines must not usually be administered unless a doctor, dentist, nurse or pharmacist has prescribed them for a child.
- Medicine (both prescription and non-prescription medication) must only be administered to a child where written permission for that particular medicine had been obtained from the child's parent/carer.

Medicines are stored strictly in accordance with the product instructions and in the original container in which dispensed. They are kept in a locked cupboard in the designated Medical Room (clearly labelled) as appropriate. The keys are kept by a designated member of staff. A child's inhaler, kept in school in the unlikely event of need or when given as preventative treatment at specified times, is stored in the School Office. When a child is likely to need their inhaler at times in the day, the inhaler is kept in the child's classroom in a safe place, known to all staff, out of the reach of the children. All medicines and creams are marked with the child's name.

## Record Keeping

Medication will be administered by a designated member of staff and is witnessed by another responsible adult. Arrangements will be made within school to relieve the appropriate member(s) of staff from other duties while preparing or administering doses to avoid the risk of interruption before the procedure is completed. A record of medication administered is kept in the Medical Room. These records help demonstrate that staff have followed agreed procedures and will show:

For medication provided

- Child's name, DOB, address
- Date brought to school
- Who brought to school
- Medication name
- Medication amount
- Expiry date
- Dosage regime

For medication administered:

- Date
- Name of Medication
- Amount given
- Amount left
- Time given
- Administered by
- Comments/action/side effect

The amount supplied, the amount administered and the amount left must tally exactly. This is essential in establishing a clear audit trail for medications.

If a child refuses to take medicine they will not be forced to do so. Staff will note this in the records and follow agreed procedures. Parents/carers will be informed of the refusal on the same day.

## Prescribed Medicines

The school will only accept medicines that have been prescribed by a doctor, dentist or nurse. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescribers instructions for administration.

**The school will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosage on parent's/carer's instructions.**

Ideally if medicines are prescribed in dose frequencies which enable it to be taken outside school hours, parents/carers could be encouraged to ask their prescriber about this.

## Emergency Procedures

**In the event of an emergency situation protocols are followed by Staff appropriate to the child and their medical needs.**