

EVELYN CP SCHOOL
ESSENTIAL MEDICATION AUTHORISATION FORM

Occasionally, prescribed medication needs to be taken during the day. Ideally this should be done by a parent/carer but we appreciate this can be difficult. If you are unable to come in to school and administer medicine, please complete the form below. **We cannot allow any medication to be administered unless this form is completed, signed and authorised.**

PUPIL DETAILS

Name Class

Address

.....

Date of birth/...../..... Condition/illness

MEDICATION

Name and type of medication.....

How long will your child take this medicine?

Dosage and time

Side effects known.....

CONTACT DETAILS OF PARENT/CARER

Name Relationship to child

Daytime telephone number

I understand that a First Aider will deliver this medication as instructed above.

For your information –

- Medicines should only be taken in school if essential, ie. if it would be detrimental to a child's health if they were not administered during the day. Medicines which require to be taken 3 times a day could be given outside of school hours
- Medication should be given to the school office by the child's parent/carer
- Only medication prescribed to the child, clearly labelled, can be administered
- No changes to dosage/timings can be made

Parent's/carer signature **Date**

Headteacher authorisation

