



'Belong, Inspire, Flourish'

Colwill Road, Gabalfa,
Cardiff, CF14 2QQ.
02920 616018
meadowbanksp@cardiff.gov.uk
www.meadowbanksp.co.uk
Headteacher: Mrs C Hardy

REQUEST FOR ADMINISTRATION OF PRESCRIBED MEDICINE IN SCHOOL

CHILD'S FULL NAME _____

DATE OF BIRTH _____

ADDRESS _____

NAME OF PARENT/ GUARDIAN _____

I hereby request that my child should receive the following:

NAME OF MEDICINE _____

(Medicines must be in their original container, correctly labelled and marked with child's name and address)

DOSAGE OF MEDICINE _____

TIME(S) OF ADMINISTRATION _____

DATE OF COMMENCEMENT _____

DATE MEDICINE TO END _____

(A form is required for each medicine. In the case of regular medication, a new form is required at the start of every term)

I have read the school's guidelines (overleaf) on the administration of prescribed medicines.

SIGNATURE _____ DATE _____

Parent/ Guardian

(FOR SCHOOL USE ONLY)

SIGNATURE _____ DATE _____

Headteacher/ Deputy Headteacher

Meadowbank School



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ADMINISTRATION OF PRESCRIBED MEDICINES AT SCHOOL

All schools are required to ensure that there is a satisfactory procedure to be followed in the administration of prescribed medicines at school. This procedure is for the protection of children and staff; to ensure that mistakes cannot occur in the administration of medicines.

If your child needs medication to be given at school, the attached form must be completed, giving full details and the signature of a parent. Under no circumstances can medicine be given without the appropriate form having been received. Please note that only medicines prescribed by a doctor or dentist will be given.

All medicines must be in their original container, complete with the chemist's label and instructions and must also have the child's name & address clearly marked. Please limit times for administration to breaktimes or lunchtimes (10.45- 11.00/ 12.30 -1.30) as staff cannot leave the classroom during lessons. We would also ask you to ensure that medicines are given to taxi/ bus escorts or drivers for safe delivery and **not** to children.

Once a request form has been received, medicines are kept in a fridge or locked cabinet and staff are required to complete a record form each time medicine is given.

For your information, we are allowed to administer the following:

- (1) liquid medicines (a plastic medicine spoon must be provided)
- (2) tablets/ capsules, to be taken by mouth
- (3) powders/ granules, in sachets
- (4) hand held inhalers, which the child has been trained to use her/ himself for the treatment of asthma

We cannot administer the following, unless we receive a letter from your doctor and appropriate training:

- eye & ear drops
- injections
- medicines for inhalation (except (4) above)

We are agreeable to administering medicines where needed, particularly for those pupils who depend upon regular medication. We would, however, ask you **not to send children into school with medicines when they are unwell and should be at home.**

A form is required for each medicine. In the case of regular or ongoing medication, a new form is required at the beginning of every term.

Thank you for your assistance. Please contact me if you have any queries about medication.

Yours faithfully,

Claire Hardy
Headteacher