



Primary School

National Standards criteria states that non-prescribed medication should not be administered to children under eight years of age.

Administration of Prescribed Medicine

Our school has a policy stating that staff (Mr Stephenson, Mrs Walker, Mrs Foster) can administer prescribed medicine only.



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Name of school:	Witton-le-Wear Primary School		
Name of child:			
Date of Birth:		Today's Date:	

Medicine (name & type of medicine, which must be in the original container as dispensed by the pharmacy)			
Date dispensed:		Expiry Date:	
Dose to be given:		When to be given:	

Special Precautions:

Has your child had this medication before?	YES/NO	(Don't accept if not)
Are there any side effects we need to know about?		
Any other instructions?		

Procedures to be taken in an Emergency:

Name of Parent/Carer:		Daytime telephone no:	
Name of GP:		GP contact number:	
Action to be taken:			

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Witton-le-Wear Primary School staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent/Guardian signature:

Print Name:

When one medicine is to be given a separate form should be completed for e



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Record of Medicines



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- Form for short term medication only (between 1-5 days), all pupils who have medication for more than a brief period must have a care plan.
 - Medicines to be administered by: Mr. Stephenson, Mrs. Walker or Mrs. Foster
 - Medicines to be taken home each night.

Pupil's name:		Date of Birth:	
Address:			

Date	Name of Person who brought it in	Name of Medication	Amount Supplied	Form Supplied	Dosage Regime

Register of Medication Administered:

Date	Medication	Amount Given	Amount Left	Time	Administered By	Comments /Action