

# Kettleshulme St James Primary School



## Request for the School to give Medication

Dear Headteacher

I request that .....(full name of pupil)

be given the following medicine(s) while at school.

Name of Medicine	Duration of course	Dose Prescribed	Date Prescribed	Time(s) to be given

The above medication has been prescribed by the **family Doctor or hospital Doctor**. It is clearly labelled indicating contents, dosage and child's name in FULL. Over the counter medicines cannot be administered.

**I understand that the medicine must be delivered to the school by myself or named, responsible adult: .....**  
**All medicines should be collected after school. I accept that this is a service which the school is not obliged to undertake and also agree to inform the school of any change in dosage immediately.**

**Signed** ..... **parent/guardian**

**Address** .....

.....

**Date** .....

**NOTE:** Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Headteacher.

The agreement will be received on a termly basis.

The Governors and Headteacher reserve the right to withdraw this service.