



THE GREVILLE PRIMARY SCHOOL

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PUPIL MEDICATION REQUEST

Child's Name: Class:

Condition or Illness:

Please tick the appropriate box:

- My child will be responsible for self-administration of medicines as directed below.
- I agree to members of staff administering medicines / providing treatment to my child as directed below or in the case of an emergency, as staff consider necessary.

Signed: Date:

Name of Medication	Dose	Frequency / Times	Completion date of course, if known	Expiry date of medicine

- Medication should be stored in the fridge

Special instructions:

Allergies:

Other prescribed medicine child takes at home:

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PLEASE NOTE: WHERE POSSIBLE, THE NEED FOR MEDICINES TO BE ADMINISTERED AT SCHOOL SHOULD BE AVOIDED. THEREFORE, PARENTS ARE REQUESTED TO TRY TO ARRANGE TIMINGS OF DOSES ACCORDINGLY.

PUPIL'S HEALTH AND THE ADMINISTRATION OF MEDICATION IN SCHOOL

The Greville Policy has been produced following the Surrey guidelines and has been agreed by our governors. It is available for inspection in the school office.

The main points are as follows:

It is the parent's / carer's responsibility to ensure the child is fit and well enough to attend school.

The parent / carer must provide the school with full details of any health problems a child may have and keep the school fully informed of any changes.

If medicines are prescribed for your child, please ask the doctor if they may be taken outside school hours.

If medication must be taken in school:

- I. Please provide full details of any medication requirements and ensure medicines supplied to school do not exceed expiry date.
- II. All medication must be brought into the school office by the parent / carer. Please put all medication in a plastic bag with a spoon. Children should **NOT** carry medication, except:
 - a) Inhalers
 - b) Travel sick medication for use on an educational visit which must be handed to the teacher in charge as soon as the child arrives at school.
- III. The parent / carer must complete and sign a "Pupil Medication Request" form. (in very exceptional circumstances, the parent / carer may send a signed letter which includes the required information, along with the medication to the school office with another responsible adult).
- IV. The parent / carer must ensure the school has a phone number where s/he may be contacted in case of emergency.
- V. Cough sweets may be brought in by the children but must be kept in the school office until needed.
- VI. **NO** medication is kept in school for general use.

I hope these points are clear. I am sure you will appreciate the need to clarify the situation with regard to the administration of medication to pupils in school. Please find included with this letter a copy of the form you will be required to sign should you wish a member of staff to administer medicine to your child.

Head Teacher