



**PORTOBELLO PRIMARY SCHOOL**  
**PARENTAL AGREEMENT FOR PRESCRIBED MEDICATION**  
**TO BE ADMINISTERED BY SCHOOL STAFF**

Name of school	Portobello Primary School
Name of child	
Date of birth	
Class/year	
Medical condition/illness	

**MEDICINE DETAILS**

Name/type of medicine. (as described on the container)	
When was it dispensed?	
For how long will your child take this medication?	
Details of dosage and how it will be given	
What time is the medication to be given?	
Special precautions/other instructions. (if any)	
Are there any side effects that the school needs to know about?	
Self medication Extra Details. How will it be monitored?	Yes No
Procedures to be taken in an emergency	

Medicines must be in the original container as dispensed by the pharmacy

**CONTACT DETAILS**

Name:	
Address:	
Daytime telephone number	
Relationship to child	

**CONSENT**

I confirm that I will comply with the conditions detailed over and I give my consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any changes in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

## INFORMATION TO PARENTS ABOUT THE USE OF MEDICATION IN SCHOOLS

Medication should normally be given to children at home. Even medicine to be given three times a day could be before school, immediately after school and bedtime.

Exceptionally, it may be necessary for a child to take prescribed medication whilst at school.

If it is essential for medication to be taken in school and parents request a member of staff to be administering the medication, the following procedure must be followed.

1. The medicine must be prescribed by a doctor and the container should be clearly marked with:
  - the child's name;
  - the name of the drug and dosage;
  - the date of issue and expiry;
2. Parents are responsible for:
  - bring the medication to school and passing it to a member of staff;
  - proving written information and consent using the Form MED (1);
  - replacing the medicine whenever necessary, and removing out of date medicine;
  - completing a new Form MED (1) if the treatment changes whether it be dosage, or frequency of medicine;
  - informing the school if the child is responsible for administering his/her medication at home;

**Note:** Only in very exceptional circumstances should 'over the counter' medication be brought into school, and this must be with the prior approval of the Head Teacher.