



**Totley Primary School**  
**Sunnyvale Road**  
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**Headteacher:** Mr Ben Paxman  
**Chair of Governors:** Mr Nick Harris

Dear Parent and Carer,

**Re: Administration of Medicines to Children**

If your child is recovering from illness but is well enough for school, it may be necessary for medication to be administered at school. We would still ask that medication is administered at home, wherever possible. For example, if three doses are required, then medication could be administered by parents to the child in the morning, after school and before going to bed.

If medication is required at school, we are supportive of this. Parents and carers are asked to complete the form on the following page to allow first-aid trained staff to administer medication. Please note that medication can only be administered at school if:

- All medication is handed to a member of our school admin team or senior leadership team by a parent/carer.
- No child brings medication into school by themselves.
- All medication is accompanied with the attached request form signed by the parent/carer detailing the name of your child and the dosage instructions.
- All medication is collected by the parent/carer at the end of the school day.

The appropriate staff members will keep written records of each time a medicine is administered.

I have attached a copy of the request form which is also available on the school website.

I hope this clarifies the matter and that you find this useful.

Yours sincerely,

Ben Paxman - Headteacher





Child's name	Date of Birth
Class	Date
Name/type of medication <i>(as described on the container)</i>  <b>NB: Medicines must be in the original container as prescribed/dispensed by a medical practitioner.</b>	
Medical condition or illness	
Dosage and method of administration, including <ul style="list-style-type: none"> <li>• Amount:</li> <li>• Time:</li> <li>• Expiry date:</li> <li>• Storage (eg fridge):</li> </ul>	
Date administration of medicine will end	
Are there any side effects that the school needs to know about?  Procedures to take in an emergency:	
Name	
Relationship to child	
Daytime telephone number	
I understand that I must deliver the medicine personally to one of our school office staff or a member of the senior leadership team. The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Totley Primary School administering medicine in accordance with the school's 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.	
Signed:	Date:

Office use:

Administered by:

Date:

Time:



