Form AM1

Name of School _____

MEDICATION PLAN FOR A PUPIL WITH MEDICAL NEEDS

Date _____ Review Date _____

Name of Pupil _____

Date of Birth ___ / ___ / ___

Class _____

National Health Number _____

Medical Diagnosis _____

_____

Contact Information

1 Family Contact 1

Name _____

Phone No (home/mobile) _____
(work) _____

Relationship _____

2 Family Contact 2

Phone No (home/mobile) _____
(work) _____

Relationship _____

3 GP

Name _____

Phone No _____

4 Clinic/Hospital Contact

Name _____

Phone No _____

Plan prepared by

Name _____

Designation _____ Date _____

Describe condition and give details of pupil's individual symptoms

Daily care requirements (e.g. before sport, dietary, therapy, nursing needs)

Members of staff trained to administer medication for this child (state if different for off site activities)

Describe what constitutes an emergency for the child, and the action to take if this occurs

Follow up care

I agree that the medical information contained in this form may be shared with individuals involved with the care and education of

Signed _____ Date _____
Parent/carer

Distribution

School Doctor _____ School Nurse _____

Parent _____ Other _____

Form AM2

Name of School _____

REQUEST FOR A SCHOOL TO ADMINISTER MEDICATION

The school will not give your child medicine unless you complete and sign this form, and the Principal has agreed that school staff can administer the medicine.

Details of Pupil

Surname _____ Forename(s) _____

Address _____

_____

Date of Birth ___ / ___ / ___ M ☐ F ☐

Class _____

Condition or illness _____

_____

Medication

Parents must ensure that in date properly labelled medication is supplied.

Name/Type of Medication (as described on the container)

_____

Date dispensed _____

Expiry Date _____

Full Directions for use

Dosage and method

_____

_____

_____

_____

NB Dosage can only be changed on a Doctor's instructions

Timing _____

Special precautions _____

Are there any side effects that the School needs to know about?

_____

_____

Self Administration Yes/No *(delete as appropriate)*

Procedures to take in an Emergency

_____

_____

_____

Contact Details

Name _____

Phone No (home/mobile) _____

(work) _____

Relationship to Pupil _____

Address _____

_____

I understand that I must deliver the medicine personally to _____ (*agreed member of staff*) and accept that this is a service, which the school is not obliged to undertake. I understand that I must notify the school of any changes in writing.

Signature(s) _____ *Date* _____

Agreement of Principal

I agree that _____ (*name of child*) will receive _____ (*quantity and name of medicine*) every day at _____ (*time(s) medicine to be administered e.g. lunchtime or afternoon break*).

This child will be given/supervised whilst he/she takes their medication by _____ (*name of staff member*).

This arrangement will continue until _____ (*either end date of course of medicine or until instructed by parents*).

Signed _____ Date _____

(The Principal/authorised member of staff)

The original should be retained on the school file and a copy sent to the parents to confirm the school's agreement to administer medication to the named pupil.

Form AM3

Name of School _____

TEMPLATE FOR A REQUEST FOR PUPIL TO CARRY HIS/HER MEDICATION

This form must be completed by parents/carers.

If staff have any concerns discuss this request with healthcare professionals.

Details of Pupil

Surname _____ Forename(s) _____

Address _____

_____

Date of Birth ___ / ___ / ___

Class _____

Condition or illness _____

_____

Medication

Parents must ensure that in date properly labelled medication is supplied.

Name of Medicine

_____

Procedures to be taken in an emergency

_____

_____

_____

Contact Details

Name _____

Phone No (home/mobile) _____

(work) _____

Relationship to child _____

I would like my child to keep his/her medication on him/her for use as necessary.

Signed _____ Date _____

Relationship to child _____

Agreement of Principal

I agree that _____ (*name of child*) will be allowed to carry and self administer his/her medication whilst in school and that this arrangement will continue until _____ (*either end date of course of medication or until instructed by parents*).

Signed _____ Date _____
(The Principal/authorised member of staff)

The original should be retained on the school file and a copy sent to the parents to confirm the school's agreement to the named pupil carrying his/her own medication.