

Parental Consent to Administer Medicine 2026

The Headteacher authorises first aiders to administer the medicine prescribed below.

The school is only permitted to give your child medicine when you complete and return this form. Please note the following points:

Any antibiotics taken 3 times a day should be administered before school, at the end of the school day and at bedtime.

- The school will administer medicine **once** a day (at lunch break between 12:20 and 1:20):
 - **only** if your child is enrolled in the school's ASC until 6pm
 - **or** if the administration requires 4 doses a day and the dose school gives is during lunch session

If these dosage times do not fit into your planned times, you will need to attend school to administer yourself.

- One form must be complete for each medicine prescribed
- Medicines must be in the original container as dispensed by the pharmacy with the original pharmacist label
- Medicines must be handed into the school office with this form completed
- If medicine cannot remain in school overnight it is your responsibility to deliver and collect the medicine via the school office, each day
- Medicines **must not** be left in your child's bag or handed to the teacher
- To avoid the risk of unknown reaction to the medication, I confirm the first dose will not be given in school

Name of child:		Yr:	Class:
GP/Doctor Name: Tel:		Medical condition or illness:	
Name/ type of medicine (described on the container)			
Expiry date			
Duration to administer medicine	Start date:	End date:	
Time(s) to administer medicine NB: we only administer once - during lunchbreak (between 12:20 and 1:20)			
Dosage and method of administration			
Are there special precautions/other instructions? e.g. take with water? before food? after food?			
Does the medicine need to be stored in a fridge?	yes/ no		
Comments – e.g. are there any side effects that the school/setting needs to know about?			
Self-administration - does the child administer this? NB children will be supervised at all times	yes/ no		
To avoid the risk of unknown reaction to the medication, I confirm the first dose will not be given in school	yes – please sign in this box to confirm this dose has already been given		
Procedures to take in an emergency			
Parent/carer's name			
Daytime telephone no.			
Relationship to child			
I understand that I must deliver the medicine personally to the school office			

The above information is accurate at the time of writing. I give consent to school staff administering medicine in accordance with the school policy. I release them from all further liability or responsibility for any adverse effects, reactions or unforeseen circumstances, which might arise. I will inform the school immediately, in writing, if there is change in dose or frequency or if the medicine is stopped.

Signature(s) (Parent/Carer) _____ **Date** _____

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Part 2: FOR INTERNAL USE

RECORD OF MEDICINE ADMINISTERED TO:

Child: _____ Yr _____ Class _____

The Headteacher authorises first aiders to administer the medicine prescribed for the child.

Date	Time	Dose given	Name 1	Signature 1	Name 2	Signature 2

Please return this form to the office when the duration has expired to be filed in the child's student file.