

Appendix 4

**Form 3: Request for school to issue long-term prescribed medication in school**

To be completed by the parent/carer

Pupil's name
Date of birth

I request that the above pupil be given the following medication while at school.

Name of medication	Date prescribed	Dose prescribed	Time(s) to be given

The GP or hospital doctor has prescribed the above medication. It is in the container in which it was dispensed, clearly labelled with the contents, dosage, and child's name in full.

Name of GP (please print)
Address of GP
☎

I realise that this is not a service that the school is obliged to undertake. I accept full responsibility for informing the school if my child has been given a dose of this medication before coming to school. I accept responsibility for ensuring that the medicine has not expired and that there will be enough medicine supplied to the school for my child's needs. I will collect all unused medicine from the school at the end of the summer term. I accept that the school will destroy any unused medication that remains uncollected.

Parent/carer's name	
Address	
☎ Home	
☎ Work	
☎ Mobile	
Signature	Date

Note: The school will not accept medication unless this form is completed and signed by the parent/carer of the pupil and the head teacher agrees the administration of the medication. The head teacher reserves the right to withdraw this service.