

## Medicines in Academies

The administration of medicines must remain the responsibility of the child's parents but academy staff will help with the supervision of certain medicines in accordance with the Academy's medicines policy. **We cannot take responsibility for giving medicines which are for the treatment of serious conditions without a medical health care plan in place.** If you would like us to help with the administration of medicines please complete the form and discuss the matter with a member of staff.

Child's Name	
Date of birth	
Class	
Name of Medicine	
Condition that is being treated	
Duration of treatment (e.g. One week, indefinite)	
Dosage & method	
Time to give medicine	
Are there any possible side effects we need to know about?	
Procedure to take in an emergency	

Please note: Academy staff will try to ensure that medicine is administered as requested but circumstances may arise when it may be overlooked.

I understand that the administration of medicines remains a parental responsibility and that academy staff cannot be held legally responsible for any aspect of this.

Signed \_\_\_\_\_ (Parent) Date \_\_\_\_\_

### To be completed by Member of Staff

The Academy agrees that the above medication will be administered to this child in accordance with the parental request. The child will be supervised by a member of staff while they take their medicine.

Signed \_\_\_\_\_ (Member of Staff) Date \_\_\_\_\_