

BOUSFIELD PRIMARY SCHOOL

South Bolton Gardens, London SW5 0DJ

Tel: 020 7373 6544 Fax: 020 7373 8894

email: info@bousfield.rbkc.sch.uk

www.bousfieldprimaryschool.co.uk

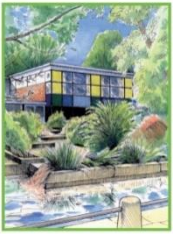
Headteacher: Helen Swain B.Ed MA

GIVING MEDICINES AT SCHOOL

If your child is fit enough to attend school, but is required to take medication during school hours, please complete the form below, which authorises school staff to administer the medicine. The Local Authority requires that all medicines administered by staff at school are prescribed by a doctor.

<u>Child's Name:</u>	
Class:	
Name of Medicine:	
Reason for medication:	
How much to give:	
When to be given (time):	
How many days:	
<u>Initial</u> amount of medicine handed over to office. Eg. 10 tablets, 100ml bottle.	
Any other instructions:	
Tel no. of Parent/Carer:	
Parent/Carer signature:	
Date:	
<i>Staff Member Signature:</i>	<i>Date:</i>

N.B. All medicines must be handed in to the School Office by an adult, not by the child.



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ADMINISTERING MEDICATION RECORD

Administering medicine to: _____ Reg: _____

DATE	TIME	DOSAGE/AMOUNT	Staff member Signature	Comments

*Once medication has finished this document must be file in pupil School Record Folder