

South Wonston Primary School

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Parental agreement for setting to administer the medicine overleaf

Dear parent/carer,

We require your written permission to administer any medicines in school.

Please do not decant medicines into other containers. We can only accept medicines in their original container as dispensed by the pharmacy; otherwise we might miss important instructions and warnings. We only accept new sealed bottles of medicines.

If your child refuses to take the medicine, we will make every effort to inform you on the same day.

Please hand the medicine over to a member of staff personally. No medicines will be accepted from the child; or given to the child to return home.

For any medicines required on a long-term basis, ask the pharmacy if they can supply a separate labelled supply just for the school (they might need another prescription to do this). We can then keep a separate supply at school without the need for you to send medicines in each day.

What type of help does your child need with this medicine (mark as appropriate):

- I need someone to administer this medicine to my child
 They can take the medicine themselves, but need the following supervision from staff:

Are there any side effects that the school/setting needs to look out for?

Parent/carers name	
Signature	
Relationship to pupil	
Date	
Daytime (mobile) telephone no.	

Medicines Administration Record – South Wonston Primary School

___ of ___



First name	Surname	D.O.B

Medicine name	Strength	Form (e.g. syrup/tablets)	Amount needed	At which time(s)

Date	Quantity received	Quantity returned	Expiry date	Signature

Year: 2023/2024			
Time	Date	Amount	Signature

Year: 2023/2024			
Time	Date	Amount	Signature

If the pupil refuses their medication then please inform their parents/carers on the same day (or as soon as is practical) and record 'refused' in the amount column.