PLEASE READ THE GUIDELINES OVERLEAF BEFORE COMPLETING THIS FORM

**PARENTAL REQUEST & CONSENT TO ADMINISTER MEDICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name of Pupil |  | Date of  Birth |  | |
| Address |  | | | |
| Reason for Medication |  | | | |
| Name of Medication *(as described on container)* |  | Prescribed *(indicate if applicable)* | |  |
| Non-prescribed,  over-the-counter *(indicate if applicable)* | |  |
| Dosage & Method |  | | | |
| Frequency / Timings |  | | | |
| Self-Administration *(delete as applicable)* | Yes  No | | | |
| Special precautions / other instructions |  | | | |
| Are there any side effects the school needs to know about? |  | | | |

|  |  |
| --- | --- |
| **FOR NON-PRESCRIBED, OVER-THE-COUNTER MEDICATION ONLY** | |
|  | I confirm my child has taken this over-the-counter medicine without ill effect |
|  | I confirm this over-the-counter medicine does not interact with the other medicines my child is taking and is not contraindicated with my child’s medical condition |

* I give consent to school staff administering the above medicine.
* I confirm that the information I have provided is accurate at the time of writing and I agree to inform the school immediately, in writing, if there is any change to my child’s medical needs and/or medicines.
* I confirm that the medicine provided to Jigsaw CABAS School is in its original packaging and has not exceeded the expiry date.
* I have read the guidelines on the back of this form.

......................................................................................

Parent/carer name

..................................................................................... Date: .....................................

Signature

**GUIDELINES FOR PARENTS/CARERS**

**Please read these guidelines & procedures carefully before completing the form overleaf**

* Medicines will only be administered if written parental consent was provided.
* The term ‘medicine’ or ‘medication’ applies to all prescribed medicines and drugs, over-the-counter medicines and drugs obtained from a chemist, over-the-counter creams, ointments and lotions, homely remedies such as pain relief or cold remedies.
* We are unable to administer homeopathic or herbal medicines without specific instructions from a medical professional .
* Where possible the need for medicines to be administered at school should be avoided. Parents/Guardians are therefore requested to arrange the timing of doses accordingly.
* Parents are asked to notify the school before sending in medication by emailing [medical@jigsawschool.co.uk](mailto:medical@jigsawschool.co.uk) by 9.15am
* Parents who transport their child to school must hand in any medication, together with completed form, to reception in person.
* Prescription medicines must be prescribed by a UK Medical Practitioner and provided in their original container and packaging with the pharmacy label intact. Prescription label must clearly state the dosage, frequency and/or time that the medication is to be administered, cautionary advice and instructions for administration. Prescription medication will be administered according to the pharmacy label instructions.
* Non-prescribed medicines must be provided in their original container and packaging. Non-prescribed medicines will be administered according to the manufacturer’s instructions.
* Jigsaw CABAS School will not administer non-prescribed medicines for longer than 48 hours without authorisation from a medical practitioner.
* A new parental consent form must be completed at the beginning of each school year, for each medication, and each time there is a change in dosage or time of administration of medication.
* A child/young person under 16 will only be given aspirin if prescribed.
* Unused/expired medication will be returned to parents/carers either directly or via the child’s transport provider or passenger assistant.
* Parents/carers have the responsibility to dispose of any unused or expired medication.
* Parents/carers will be notified if a child has refused to take the medication recorded on this form or if the medication has not been administered.
* Staff administer medication on a voluntary basis and Jigsaw CABAS School will ensure that they receive the appropriate training for the administration of basic medication.
* Parents/carers should bear in mind that additional training will need to be organised for specialist medication or treatment, for example, eye drops, ear drops, nebulisers, pessaries, injections, emergency medication. Therefore, Jigsaw CABAS School will not be able to administer these medications until such training has been carried out and alternative arrangements for the administration of these medications will need to be put in place.