



Achievements never thought possible

Request & Authorisation for The Quest School to Administer Medication

Full Name of Pupil		Gender:	M/F	Date of Birth	
Address					
Reason for Medication					
Name of Medication <i>(as described on container)</i>		Prescribed <i>(indicate if applicable)</i>			
		Non-prescribed, over-the-counter <i>(indicate if applicable)</i>			
Date Dispensed		Expiry Date			
Dosage & Method		Quantity Provided			
Frequency / Timings		Date/time/dose last given <i>(if applicable)</i>			
Start Date of Course					
Reason for Medication	<input type="checkbox"/> Prescribed ongoing medication <input type="checkbox"/> Prescribed temporary medication				
Self-Administration <i>(tick as applicable)</i>	<input type="checkbox"/> My child will be responsible for self-administering this medication with supervision from staff <input type="checkbox"/> I agree to members of staff administering medication to my child as directed above				
Special precautions / other instructions					
Are there any side effects the school needs to know about?					
FOR NON-PRESCRIBED, OVER-THE-COUNTER MEDICATION ONLY:					
<input type="checkbox"/> I confirm my child has taken this over-the-counter medicine without ill effect.					
<input type="checkbox"/> 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.					
<ul style="list-style-type: none"> 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 the Quest School is in its original packaging and has not exceeded the expiry date. I agree to update information held by The Quest School about my child's medical needs and/or medication and that this information will be verified by GP and/or medical practitioner. I have read the guidelines on the back of this form. 					
..... Parent/carer name					
..... Date:					
Signature					

GUIDELINES FOR PARENTS/CARERS

Please read these guidelines and procedures carefully before completing the form overleaf.

- Medicines will only be administered if written parental consent was provided.
- The term '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, homeopathic or herbal medicines.
- A new medication administration 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.
- Where possible the need for medicines to be administered at school should be avoided. Parents/Guardians are therefore requested to try to arrange the timing of doses accordingly.
- Parents are asked to notify the school before sending any medication in for their child.
- Prescription medication must be prescribed by a UK Medical Practitioner and provided in their original container and packaging with the pharmacy label intact.
- Prescription medication 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 only administered according to the pharmacy label instructions.
- The Quest School will not administer non-prescribed medicines for longer than 48 hours without authorisation from a medical practitioner.
- A child/young person under 16 will only be given aspirin or medicines containing ibuprofen (e.g. Nurofen) if prescribed.
- Medication will be stored in a locked Medication Cabinet at The Quest School at all times when not being administered or, in the case of emergency medication, locked in the central downstairs office, a classroom storage box or carried in a secure container by a member of staff. The exception to this would be the storage of asthma inhalers, which will be stored in a readily accessible place within the pupil's classroom, where the risk of inappropriate use is lower than their need in an emergency.
- Unused/expired medication will be returned to parents 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 medication has not been administered.
- Staff administer medication on a voluntary basis and The Quest 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 which includes: eye drops, ear drops, nebulisers, pessaries, suppositories, auto-injectors, injections, emergency medication. Therefore, The Quest 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.
- Any requests for pupils to self-administer medication will require the prior completion of a medication risk assessment by The Quest School to identify the level of support the pupil requires.