



Gelli Primary School Ysgol Gynradd Y Gelli

Head teacher – Mr. D.C. Jones – Pennaeth



Request for the Administering of Prescribed Medication in School

Dear Parent/Carer,

The shaded areas below must be completed before medicine can be administered to any child in the school. This is essential in the interests of safety, and therefore we expect all parents to co-operate with this request. Please make sure that **all medicines (including asthma pumps) are clearly labelled with the child's name.** Non-prescribed medicines such as painkillers will not be administered in school.

Prescribed medicines will only be administered in school if:

- Your child is well enough to attend school e.g. towards the end of a course of antibiotics.
- It is completely impossible to administer the daily dosage at home e.g. medicines that are 4 times daily or have to be administered at specific times during the school day;
- The medication can be easily applied and requires no specialist knowledge or expertise.

Yours sincerely,

David Cynan Jones
Head teacher / Pennaeth

I (Name of Parent/Carer)	
Of (address)	
Parent/Guardian of (Child's Name in full)	
Child's date of birth	
Request that my child (named above) should	
Name of medicines (as on container)	
Dose of medicine	
Time of administration	
Expiry date(if known)	
Duration of treatment	
Signed	
Date	

Parents - Please return this section to your child's teacher

Teaching staff – please keep form in front of attendance register