Southfield Primary Academy
Pastures Way, Luton, LU4 0PE
Telephone: 01582 604876
Website: www.southfieldprimaryacademy.co.uk
Email: admin@southfield-primary.co.uk
Headteacher: Mrs Sarah Baldwin
Deputy Headteachers: Mr Adrian Bee and Mrs Nichola Comben

Parent/Carer agreement for the school to administer medicine

The school will not give your child medicine unless you complete and sign this form.

Administration of medicine form	
Child's name	
Child's date of birth	
Class	
Medical condition or illness	
Medicine	
Name and/or type of medicine (as described on the container)	
Expiry date	
Dosage and method	
Timing	
Special precautions and/or other instructions	
Any side effects that the school should be aware of	
Self-administration: Yes/No	
Procedures to take in an emergency	
Contact Details	
Name	
Telephone number	
Relationship to child	
Address	
I will personally deliver the medicine to:	Mrs Hartley – Welfare Officer

NB: Medicines must be in the original container as dispensed by the pharmacy – the only exception to this is insulin, which may be available in an insulin pen or pump rather than its original container.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent for school staff to administer medicine in accordance with the relevant policies. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication, or if the medicine is stopped.

Signature_____ Date_____