



# BARNES PRIMARY SCHOOL

**APPENDIX D/ADHOC**

## AD HOC MEDICATION - PERMISSION TO ADMINISTER

PLEASE PRINT USING BLACK OR BLUE PEN

PRIVATE & CONFIDENTIAL

Child's NAME		Child's CLASS	
Parent/carer's NAME		Parent/carer's CONTACT NO	
HOME ADDRESS			
Child's DATE OF BIRTH			
EMERGENCY contact names and telephone numbers	1.	2.	
GP's name			
GP surgery ADDRESS & PHONE NUMBER			
CONDITION or ILLNESS			

1. I agree to members of staff administering medication <b>that I have supplied</b> and provide treatment and/or care to my child as directed (below)	PRINT name <small>*must be parent/carer with designated parental responsibility</small>  SIGNED:  DATED:
2. I acknowledge that <b>it remains my responsibility</b> to update the school with information about my child's medical needs on a regular basis	
3. I will ensure that any medication held by the school <b>does not exceed its expiry date and confirm that I will replenish accordingly in advance of that date</b>	
4. Procedures to be taken in an emergency:	

NAME of medication - as per the original packaging	DOSAGE & instrument of administration, for example: tablet, liquid syringe, nasal spray or inhaler	FREQUENCY of administration	EXPIRY date of medication

\*certain types of medication sit outside of the ad-hoc administration process - please contact [cbetts@barnes.richmond.sch.uk](mailto:cbetts@barnes.richmond.sch.uk) if you have been advised that your child requires an EpiPen or any other personalised programme of medical intervention.

SPECIAL INSTRUCTIONS and/or information relating to any other medicines currently being administered outside of school	
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## WHO HAS PARENTAL RESPONSIBILITY?

- **mothers** have automatic parental responsibility for their children
- **fathers** (married or not) who are named on the birth certificate have automatic parental responsibility for their children
- **other adults who may look after your child** such as childminders or grandparents do not have parental responsibility - but you can authorise them to make medical decisions for your child on your behalf, should you wish to do so.

The **Family and Parenting Institute** produce a leaflet called *Is it legal? A parents' guide to the Law*, which provides further information about parental responsibility and answers many frequently asked questions.

Reference: <https://www.gov.uk/parental-rights-responsibilities>

Form **Appendix D/ADHOC** is used for:

- **antibiotics** - 2 days of medication should ideally have been completed before the child returns to school, to counter any possible side effects
- any other short term **prescribed** medicines
- **asthma** (short term, viral and seasonal symptoms only)
- **hay fever** (short term, viral and seasonal symptoms only)

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Please contact Charlotte Betts, our DWR Manager, should you require any further information or advice.

[cbetts@barnes.richmond.sch.uk](mailto:cbetts@barnes.richmond.sch.uk)

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