

Request & Authorisation for Jigsaw CABAS® School to Administer Medication



Details of Pupil

Surname:		Forename(s):	
Address:			
Date of Birth:		Gender:	Male / Female
Class:		Medical Condition / Illness:	

Details of Medication

Medication Name <i>(as described on container):</i>			
Date Dispensed:		Expiry Date:	
Dose / Method:		Quantity Provided:	
Frequency / Time:		Date/time/dose last given <i>(if applicable):</i>	
Start Date of Course <i>(if applicable):</i>		Completion Date of Course <i>(if known):</i>	
Reason for Medication:	<input type="checkbox"/> Prescribed ongoing medication <input type="checkbox"/> Prescribed temporary medication	<input type="checkbox"/> Non-prescribed ongoing medication <input type="checkbox"/> Non-prescribed temporary medication	<input type="checkbox"/> Missed dose of home medication
Special instructions:			

Administration of Medication (please tick one)

- My child will be responsible for self-administering this medication with supervision from staff
- I agree to members of staff administering medication to my child as directed above

Authorisation

- I have read the guidelines on the back of this form.
- I confirm that the information I have provided about my child's medication is correct.
- I agree to update information held by Jigsaw CABAS School about my child's medical needs and/or medication and that this information will be verified by GP and/or medical practitioner.
- I will ensure that the medicine provided to Jigsaw CABAS School will be in its original packaging and will not have exceeded the expiry date.

Signature of parent/carer: Date:

Print Name:

Guidelines for Parents/Carers on the Administration of Medication

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

- 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 request and authorisation 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.
- Prescription medication must be in the original container labelled by the pharmacist or prescriber & be prescribed by a UK Medical Practitioner.
- 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 administered according to the pharmacy label instructions.
- Non-prescribed medication must be in the original container with the label intact.
- Non-prescribed medication 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 child/young person under 16 will only be given aspirin or medicines containing ibuprofen if prescribed.
- Medication will be stored in a locked Medication Cabinet at Jigsaw CABAS School at all times when not being administered or, in the case of emergency medication, will be locked in a classroom storage box or carried in a secure container by a member of staff.
- Medication must be sent to school securely via a responsible adult and handed to a member of school staff. Please do not send in medication in school bags and lunchboxes.
- Unused/expired medication will be returned to parents either directly or via the child's transport provider or passenger assistant.
- Parents 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 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 which includes: eye drops, ear drops, nebulisers, pessaries, suppositories, auto-injectors, 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.