



FOUNDED 1879

# HALLFIELD SCHOOL

## ADMINISTRATION OF MEDICINE AUTHORISATION FORM

I authorise the First Aid Leader/designated person to administer the medication detailed on this form.

Name of child \_\_\_\_\_ Form \_\_\_\_\_

Name of medication \_\_\_\_\_

Reason medication is required \_\_\_\_\_ Dose \_\_\_\_\_ ml at \_\_\_\_\_ (Time)

Any further instructions? \_\_\_\_\_

If there is more than one medication then a separate form is required for each one.

- I confirm that this medication has been previously administered to this child without any reaction. (This confirmation is not required for prescribed emergency medication which a child may be receiving for the first time)
- I agree that I or another named person will meet with the First Aid Leader/designated person to sign the medication administration record when this child is collected from Hallfield on each day that the medication is administered.
- I will inform Hallfield in writing if the medication is to be discontinued before completion of the course.

**All medication must be handed to the First Aid Leader/designated person by a parent/carer/named person.**

Parent/ carer/ named person's signature \_\_\_\_\_ Date \_\_\_\_\_

▣ Medication in named bottle \_\_\_\_\_ OTC Medication in sealed container with recommended dose clearly specified \_\_\_\_\_

Medication expiry date \_\_\_\_\_

### Medication Record

Date	Time Given	Administrator Signature	Witness	Parents Signature (to be signed at the end of each day)		Date	Time Given	Administrator Signature	Witness	Parents Signature (to be signed at the end of each day)

### The Data Protection Act 2018

The Data Protection Act requires us to keep you informed of the personal data we hold concerning you and your child, how and why we hold the data and to gain your permission before doing so. For the duration of your child's education here at Hallfield we need to store medical information so that staff will be able to refer to your child's records if a medical emergency occurs to manage and maintain a safe school environment. We also need this information to ensure we fulfil our duties and obligations under the Disability Discrimination Act.

Please be assured that sensitive information such as medical conditions will only be used for the purposes set out in the school's data protection policy and privacy notice which can be found on the school's website under policies. The school will keep some forms of data for longer than others. All information will be deleted in line with the School's data schedule.

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