

Administering Pupil Medication

Pupil name	
Class	
Has a letter from parents/carers been received, detailing dosage?	
Date of letter	
Time/regularity and dosage	
Type of medication	

DO NOT administer medication, unless a letter has been received from parents/carers. This letter should be stored along with this form. The medication will be kept in the cupboard, clearly labelled with the pupils name and class.

Please complete the form below each time you administer medication. If more than one dosage is required during the school day, please use separate rows each time.

[illegible]