



Whitley Village School  
www.whitleyprimary.co.uk

Village Lane  
Whitley  
Warrington  
WA4 4QH

01606 822 991  
admin@whitley.cheshire.sch.uk



Executive Headteacher  
Mrs Hannah Broom BA(Hons) NPQH

## Whitley Village School

### REQUEST FOR THE SCHOOL TO GIVE MEDICATION

Dear Headteacher

I request that \_\_\_\_\_ (full name of pupil)  
be given the following medicine(s) while at school.

Date of birth \_\_\_\_\_

Name of  
medicine: \_\_\_\_\_

Duration of  
course: \_\_\_\_\_.

Dose prescribed: \_\_\_\_\_

Date  
prescribed: \_\_\_\_\_

Times  
to be given: \_\_\_\_\_

The above medication has been prescribed by the family doctor or by the hospital. It is clearly labelled indicating contents, dosage and the child's name in FULL.

I understand that the medication must be delivered to the school by myself or the under mentioned responsible adult and accept that this is a service which the school is not obliged to undertake and agree to inform the school of any change in dosage immediately.

Signed:  
Parent/Carer \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

**Notes to parents.**

1. Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Headteacher
2. This agreement will be reviewed on a termly basis
3. The Governors and Headteacher reserve the right to withdraw this service