



MEDICAL FORMS

CONFIDENTIAL

Holiday Learning Club Care

Where a child must take prescribed medicines, it is essential that a written request comes from a parent and that the request gives all necessary details. Parents may use the pro-form overleaf in which case please use block capitals and return this form to the club. Please also read the Medical Notes on the reverse.

CHILD'S NAME.....



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**PRESCRIBED MEDICATION
To the Club Manager - The Holiday Learning Club**

CHILD'S NAME:

As parent or guardian of the above named child, I request that you arrange for the administration of the following medication which has been prescribed for the conditions stated:

CONDITION:

.....

MEDICINES:

.....

DOSAGE:

.....

I have clearly labelled all medication with the name of the medicine, the name of the pupil and the appropriate dosage. I understand that although the staff at the Holiday Learning Club will endeavour to administer the medicine according to the instructions given, no responsibility can be accepted if a dose is late or missed.

Signed: **Date:**

Print name in full:



To Parent: please keep this slip and keep for your own reference.

Date: Name of Pupil:.....

Medication: Dosage:

Condition:

MEDICAL NOTES

Medical Information Form

The Holiday Learning Club holds a copy of each pupil's medical details and emergency contact telephone numbers on the Registration Form. (Spare copies are available from the Club Manager.)

May we also remind parents to inform the Manager of the Holiday Learning Club of any changes as they occur so that our records remain up to date.

Prescribed Medication Form

In order to comply with guidelines, the Holiday Learning Club is required to have these forms completed when we need to administer medicines to pupils. In the Holiday Learning Club view, there are three possible sets of circumstances where this involvement may be necessary:

- i where a pupil, recovering from a short term illness, is well enough to return to the Out of School provision but is receiving a course of antibiotics or cough medicine;
- ii where a pupil has a chronic illness or ongoing complaint such as diabetes, asthma or epilepsy;
- iii where a pupil is in good health but could suffer a major allergic reaction (e.g. peanuts, wasp stings) for which adrenalin or similar medication may have to be given.

In cases (ii) and (iii), such information should be detailed on the form to ensure the Club is in full possession of all facts prior to any action being necessary. We should be informed of any pupils who are controlling their own medication. Forms may be obtained from the Club Manager. If a parent is unable to complete a form, then a letter giving full instructions must accompany any medication.

It is understood that although the Club will endeavour to administer the medicine according to the instructions given, no responsibility can be accepted if a dose is late or missed.

Medicine in the smallest practicable amount should, wherever possible, be brought to The Holiday Learning Club by the parent and delivered personally to the Office or Club Manager.