**Administration of Medicine Authorisation Form**

I authorise Riddlesworth Hall School to administer the medication detailed on this form

**Please fill in multiple forms if more than one medication is required**

**Please complete this form and return to the School Office at Riddlesworth Hall School, with the correct medication by a parent, carer or named person**

Name of Child: Form Group:

Name of medication:

Reason medication is required:

Dose: ml: at: (Time)

Any Additional Information:

|  |  |
| --- | --- |
| **Terms** | **Please tick once you have read and acknowledged the Terms** |
| The medicine stated above has been previously administered to this child without any reaction. However, if this is for first time prescribed emergency medication, this does not apply |  |
| If the above medication is to be discontinued before the stated course, I will inform Riddlesworth School in writing |  |

Medication Expiry Date:

Parent/Carer/Named Person’s Signature: Date: \_

|  |  |  |  |
| --- | --- | --- | --- |
| Date Administered | Time Administered | Administrator’s Signature | Witnessed by |
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**The Data Protection Act 2018**

Under the Data Protection Act 2018 holds a value of keeping you informed of personal data we hold concerning both yourself and your child. This includes how and why we hold your data, as well as gaining your permission before doing so. Throughout your child’s education here at Riddlesworth Hall School, we must store medical information in order for staff to refer to any medical attention your child may require. In order for our establishment to manage and maintain a safe school environment, we need this information to ensure maximum inclusion. This information not only ensures we are fulfilling our duties here at Riddlesworth Hall School, but also complies with the Disability Discrimination Act.

Please be assured that the information provided will only be used under the school’s data protection policy and privacy notice, which can be found on our website at [www.riddlesworthhall.com](http://www.riddlesworthhall.com). Sensitive information such as medication conditions will only be used for purposes listed on the School’s data protection policy and privacy notice.