



# BURLINGTON JUNIOR SCHOOL

Headteacher: Mrs P Utting

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[burlingtonj.kingston.sch.uk](http://burlingtonj.kingston.sch.uk)

17 July 2025

Dear Parents/Guardians,

## **Re: Medication administration in school**

If your child has a medical condition, which requires the administration of medicines (including asthma inhalers and Adrenaline Auto Injectors (AAls)) at school, please complete the following form and bring it to school with the medication.

On the first morning back, Wednesday 3<sup>rd</sup> September, there will be a desk by the Park Gate for you to drop off your child's medication and completed medical form.

**We need all medication in school for the first day of term.**

Please be reminded that all medicines have to be in their original box/packaging clearly stating your child's name.

Please do not hesitate to contact the school office if you have any questions

Best wishes

School Office Team

Burlington Road • New Malden • Surrey • KT3 4LT



## MEDICATION ADMINISTRATION IN SCHOOL

Name of pupil	
Class	
Parent name & contact number	
Reason for medication to be in school including medical diagnosis	
Name of medication	
Dosage	
Time to be administered	
Self-administration Y/N	
Expiry Date of Medication	
Procedures to be taken in an emergency	
Start date	
End date	

**Please note that Calpol and Nurofen can be kept in the office for your child but we will not call them for it. We will only remind those children with antibiotics.**

**The staff will not be held liable for missed medication.**

Parent/guardian signature \_\_\_\_\_

Date \_\_\_\_\_

### **Emergency School Salbutamol Inhaler**

If there is an issue with your child's inhaler we require your permission to use the emergency inhaler that we hold in school.

Please sign below to indicate your consent.

Name:

Date: