BRIGHTON COLLEGE
BANGKOK · VIBHAVADI

BCBV/SO/882/26

21 October 2026

Dear Parents and Carers

To ensure the health, safety and wellbeing of all pupils, we would like to remind families of the College's procedures regarding medication. All medication that needs to be taken during the school day must be sent directly to the College Nurse, rather than being kept by pupils. This includes both short-term medications (such as antibiotics or pain relief) and longer-term or regular medications.

When sending medication into school, parents are asked to ensure that:

- The medication is clearly labelled with the pupil's full name
- Full dosage instructions are provided
- The times and method of administration are clearly stated
- Any relevant medical information or precautions are shared

These procedures are in place to ensure:

- Medication is stored safely and securely
- Medication is administered correctly and at the appropriate time
- Accurate records are kept
- Pupils are supported safely by trained staff
- The College can respond effectively in the event of a medical emergency

In addition, we kindly ask parents to **inform the College of any medication that your child takes regularly outside of school hours**, even if it is not required during the school day. Having this information on record is essential, as it enables staff to make informed decisions and provide appropriate care in the event of an emergency or unexpected medical situation.

Please note that pupils should not bring medication into school to self-administer unless this has been agreed in advance with the College Nurse and appropriate permissions are in place. If your child's medication changes at any point, or if there are new medical needs, we ask that you notify the College promptly, using the form below, so that our records remain up to date.

If you have any questions or require further guidance, please do not hesitate to contact the College Nurse. Thank you for your cooperation in helping us to maintain a safe and supportive environment for all pupils.

Yours sincerely

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College Nurse
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Louisa Angus
DSL

Crispian Waterman
Head Master

CONSENT AND ADMINISTRATION OF MEDICATION FORM

This form is used to record medication administered in school AND medication taken regularly outside of school for emergency reference.

Parents should complete this form whenever there are changes in their child's medication.

All medication to be taken during the school day should be clearly labelled and handed into the College Nurse. Pupils should not be carrying medication in school. This is for the health and safety of all pupils. Medication will be stored securely in the College Clinic and medication taken is monitored and logged by the Nurse.

It is important that medication taken outside of school is also shared so that in the event of an emergency, if parents can not be contacted, the College can share the relevant information with medical professionals.

Please note, all medical information is held securely and confidentially on the College systems and is only shared with the necessary staff.

Section 1: Pupil Details

Pupil Name:

Date of Birth: Year Group / Class:

Medical Condition(s):

Section 2: Medication Taken Regularly (Outside of School) (For emergency awareness only)

Name of Medication:

Dosage & Frequency:

Reason for Medication:

Time Usually Taken:

Prescribed by Medical Professional: ☐ Yes ☐ No

Section 3: Medication to be Administered in School (Regular or short-term medication)

Name of Medication:

Dosage:

Time(s) to be Given:

Method of Administration: ☐ Oral ☐ Inhaler ☐ Topical ☐ Other:

Start Date: End Date:

Reason for Medication:

Prescribed Medication: ☐ Yes ☐ No

Expiry Date (if applicable):

Section 4: Parental / Carer Consent

I give permission for the above medication to be administered to my child in accordance with the school's Medication Policy.

Parent/Carer Name:

Relationship to Pupil:

Signature:

Date:

Emergency Contact Number: