



Friday 16th November 2018

Dear Parents/Carers,

We want to remind you all of our medication procedures that all parents/carers must follow when your child is requiring medication in school:

- All medication must be **checked in through the school office.**
- No medication should be handed directly to your child or to the class teacher without it being checked through the office first.
- The “parental agreement for school to administer medication” document **must be completed and signed by the parent** which is accessed through the school office.
- Only medication which has been prescribed by the GP can be administered (unless other arrangements have been made and have been agreed by the principal).
- Medication must come in to school with the prescription label attached and is clearly visibly to read.
- Any short term prescribed medication must be collected from the school office promptly once the course of treatment has been completed.
- It is parental responsibility to ensure all long term medication is replenished in plenty of time and **that it is kept in date** e.g. asthma inhalers and Epi Pens.

If the above points are not adhered to, then unfortunately your child’s medication will not be able to be administered by school staff. If you have any queries/concerns regarding the above points then please do not hesitate to contact me.

Yours Faithfully,

Miss E Goodwin
(Principal)



Bronze Quality
Mark 2014/15



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Telephone: 01536 461199 Fax: 01536 746267 Principal: Miss E
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