

6th September 2022

Dear Parents/ Carers

I would like to take this opportunity to remind parents of the medication and medical conditions policy. If your child has a health condition that requires medication at school please hand the medication, within its expiry date (it is helpful if the expiry date does not run out over the school year however, I appreciate this is not always possible) and with the child's name, to the school office. If your child does not have a school healthcare plan then a medicine consent form must be completed and signed.

The medicine consent form, or healthcare plan, should include the following information:

- Name of child
- Name of medication
- Reason for medication and when it should be used
- Dose of medication
- Date
- Parent/Carers signature

These requirements are also needed for Asthma inhalers. Children cannot share inhalers so it is vital that if your child requires an inhaler there is one available at school.

If your child is taking short term medication, such as paracetamol or antibiotics, the above information is still required. There are forms available from the office and have been attached with this letter. Please note that without authorisation from parents/carers, children cannot take medication at school.

If you have any concerns or wish to discuss the health requirements of your children then please do not hesitate to contact me.

Yours Sincerely,

Siân Shearn
Healthcare Assistant