



Dear Parents/ Carers

5th September 2014

At the end of the summer term all medication kept at school was returned home and I am aware that some medication has not been brought back to school. This may be that medication is no longer required however; if your child has a health condition which requires medication at school please hand the medication which is within its expiry date to the school office. (It is helpful if the expiry date does not run out over the school year however, I appreciate this is not always possible).

Any medication needs to be accompanied with a letter or, in some cases a care plan, detailing 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 you 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 for this purpose should you wish to use them. 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

****If you, your child or any member of your family have difficulty in accessing the school and/or the school's facilities and services,
please contact the School Office for assistance.****