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Dear Parent/Carer

Medical Protocol

Please find attached a form that requires to be completed if your child has a medical condition that we need to be aware of. If you could please detail all relevant information that we would require in the event of your child falling ill while at school.

Please note – if your child has no medical conditions, you do not need to complete the form.

We would also like to bring to your attention that there have been a few procedure changes regarding the administering of medication within schools. As always, if we hold medication for your child, a form is required to be completed at the start of the school year. This includes for asthma inhalers, painkillers etc that are used on an ad-hoc basis. The office has already been in touch with parents of children that we currently hold medication for to ensure that a new form is completed for this session. If have not had this, please get in touch and we will ensure the correct document is sent home. If you are yet to hand this in, we ask that it is done as a matter of priority. These forms also require to be completed if you need to send medication in with your child throughout the school year ie a short course of antibiotics. There is a form for medication administered by staff and one for pupils to self-administer, which are both attached to this email. Please ensure that when medication is brought in to school that it is accompanied by one of these forms. All medication should be brought to the office in the first instance.

We would also like to bring to your attention that going forward, we will only be able to hold medication that has a pharmacy label on it. This must clearly detail your child's name, date of birth, what the medication is and the dosage. We will no longer be able to accept bottles of calpol/boxes of paracetamol with just the pupils name written on it. You will be able to access this at any local pharmacy through the minor ailments service.

If you have any questions on any of the above, please do not hesitate to get in touch with the school office.

Kind regards

School Office