



Dear Parent/Guardian,

Administration of medication during the school day

We are aware that, there are occasions when children will be taking medicines to treat a variety of illnesses and infections. Some of our children will receive prescribed medication from a GP or Practice Nurse.

Whilst it is preferable to administer medication at home, we are aware that there are occasions when your child may be prescribed medication that needs to be taken during the school day.

In these instances, we ask that you complete the '**Request for Administration of Medication**' form and have it agreed by a member staff from the School Office - before you leave any medicines with school, medicine should be left with the office staff.

We will only be able to administer medicines that have the dispensing label, clearly showing the child's name and dosage details.

We cannot administer Calpol or other common medicines unless they are clearly labelled as having been prescribed by a medical practitioner.

You can download a copy of the '**Request for Administration of Medication**' form from the website or obtain one from the office in the Junior Building.

Once your request has been agreed, we ask that you hand the medication to a member of staff, medicine must not be sent in with your child, and collect it yourself at the end of the day.

Thank you for your continued support.

Kind regards,

The Senior Leadership Team