



12th September 2017

ANY MEDICAL NEEDS

Dear Parent/ Carer,

We are in the process of updating our records for children who require medication in school. Please ensure that you have made school aware of any medical conditions which your child may have. This must be done in writing no later than September 25th.

Should your child require any medication to be administered, please speak to a class teacher who will support you in completing the required paper work. It is a legal requirement that we maintain secure and updated records in school.

Should your child require an inhaler to manage asthma or an epi-pen, then we must have a care plan to go with these. It is the responsibility of the parent to get the care plan from the doctor / nurse.

If you want your child to receive any medication in school it is your responsibility to ensure that staff are given the correct information.

Please be mindful we have over 100 children with different medical needs and we can only keep children safe if we are provided with care plans and specific information.

Further details about the medications policy can be found on the school website.

If you would like any further clarification or to discuss this, please speak to your class teacher or Mrs Thinkill and Mrs Wilson.

Regards

Mrs Thinkill / Mrs Wilson (Inclusion team)