

25th June 2021

Dear Parent/Carer

I would like to reiterate the following points, which **must be adhered to at all times:-**

- All prescribed medication must be handed into the school office by the Parent/Carer so that the appropriate paperwork can be completed. Children must not bring **ANY** medication into school in their bag.
- Non prescribed medication cannot be administered by school.
- Medication must be kept in its original packaging with the pharmacy label clearly visible (this includes inhalers).
- If your child requires medication to be administered three times a day, if at all possible please carry this out at home. If this is not possible, please speak to the school office.
- Children must not take any medication home themselves. Paperwork must be completed if medication is being returned to the Parent/Carer.

Thank you very much for your assistance.

Yours sincerely

Mrs Spedding
School Business Coordinator



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