Our Ref

Your Ref

Contact

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Date: 4/10/2016 Orchard PS

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**Medicines in school.**

### Dear Parent/Carer,

If your child requires to take medicine during the school day on a regular or occasional basis then you need to complete a medical admissions form. These are available from our school office and detail when a medicine has to be taken and the amount needed.

All mediciation needed during the school day will be kept in the office so staff can monitor the amount taken and record this. Children should not keep medicines in their school bag. If your child needs or may need a medicine regularly please ensure that the office has this. Medicines kept in school must be those prescribed by a doctor and be labelled with the child’s name.

If a child is given a short term medicination, such as an antibiotic and needs a dose during the school day, please follow the procedure above: complete an administration form at the office and hand in the medicine there. If for a short term medicine you are unable to come into school please write a note in the homework diary detailing the dose and time to be given please ensure this note is signed and dated. In this case I would ask you call the school to make sure we have received your note and the medicine. We will then send home an administration form to be completed and retunred to school signed the following day.

In some emergency cases, such as an epipen medicine may be kept by the staff in class. This will be in a sealed box with the child’s name and details of the care plan. These type of medicines are needed to be given quickly and therefore need to be stored in the main place of learning.

If you have any questions on medication, please contact me at school

Yours Sincerely

**Jill Woodward**

**Head Teacher**