

People Directorate

Head Teacher: Gayle Ferguson

Girvan Primary School
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Website <https://blogs.glowscotland.org.uk/sa/girvanprimary/>

Our Ref: GF/KM

Your Ref:

Date: 16th December 2020

If phoning or calling ask for: Mrs Ferguson



Dear Parent/Carer,

I am writing to advise of updates to the Administration of Medicines in school. Forms to administer medicines have been revised and a copy is available to view and download from our school website at <https://blogs.glowscotland.org.uk/sa/public/girvanprimary/uploads/sites/9871/2020/12/07151523/Medical-Consent-form-for-medication-in-school-December-2020.pdf>. Please note we cannot administer any medication without the medical consent form first being completed.

We can only accept and administer medicine which is supplied in its original packaging and labelled by the pharmacy. It must not be beyond the expiry date and should give clear dosage instructions.

It is your responsibility to advise us throughout the year if there are any changes to your child's medication and you must regularly renew the school supply of medicine and are responsible for providing this on time.

Any medication held in school will be returned at the end of June and we would request that you contact the school office in August each year if your child requires medication in school for the current school year.

If you require any further information or assistance, please do not hesitate to contact the school office.

Yours sincerely

A handwritten signature in black ink that reads "Gayle Ferguson".

Gayle Ferguson
Head Teacher