



# Monks Orchard Primary School

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17 November 2017

## TO ALL PARENTS/CARERS

Dear Parents and Carers

As part of our ongoing process of updating and keeping children safe in school, we are modifying the way we keep medicines in school.

From 1 December, all medicines (including Asthma pumps) will only be kept in school with the following: the chemist label attached to the packaging and the medicine still in the original packaging. **Parents/Carers will also need to come to the school office to complete a Permission for Prescribed Medication in School form, even if you have completed one previously.** Unless this is provided, we will be unable to administer children with their medication. **Please check dates on the packaging as we cannot administer medicine that is out of date.**

All medicines will be kept in the classroom unless specified on packaging or a specific care plan. Children with Asthma pumps will need to also provide a copy of the Asthma care plan from their GP practice; if you do not have one it is advisable that you contact your GP to make an appointment for a review and ask for a plan to be created. This will assist us to provide the best support and care for your child while they are at school.

If your child has medication currently in school, it will be sent home with them on 1 December if the correct paperwork is not completed. I am sorry if this causes an inconvenience, but we have the welfare and safety of the pupils to consider. We feel by changing how we keep medicines it will provide better support and clear instructions to all our staff to keep the children happy and safe in school.

If you have any specific concerns or questions, please either see me at the gate or come to the school office to speak with me.

Many thanks for your support.

Yours faithfully

Mrs D Shilling  
Assistant Head Inclusion

