



Church of England School
Head of School: Mrs N J Adamson MA NPQH

1st July 2020

Dear Parent/Carer,

Students Medication Held at School

Please be advised that all medication, except for Epipens and Inhalers, currently held in the Medical Room for your son/daughter will need to be collected during the last week of term, Monday 13th - Friday 17th July.

In order for us to regulate the number of visitors entering the school at any one time, it is important that you contact the Welfare Department in advance, on 01895 671088 to arrange a mutually convenient collection time.

At the beginning of the new academic year please ensure your child returns to school with any new medication that they may require. All medication needs to be held in the Medical Room at all times, clearly labelled with the student's name and Form with instructions for administering. All medication should also be supplied in the original packaging.

If your child carries an Inhaler or an Epipen, please ensure that these are in-date, clearly labelled and secured in their blazer pocket. On the occasions where there is a non-uniform day, all medication must be transferred to other appropriate clothing.

If you have any concerns or queries, please do not hesitate to contact a member of the Welfare Team on 01895 671088.

Yours sincerely,

Mrs A James
Welfare Officer

Mrs S Tarrant
Welfare Officer



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