

22 October 2014

Dear Parent/Carer

Medication at College

The Department for Education have issued some new guidance for supporting pupils at school with medical conditions.

I would be grateful if you could sign the attached form which concerns the administration of non-prescription 500mg Paracetamol tablets on site.

By signing the attached, you agree that your son/daughter/ward can be given over the counter, non-prescription 500mg Paracetamol, in College, following verbal consent from you by telephone. Please understand that a qualified first aider will contact you in the event of such a necessity, having assessed the situation.

Aspirin and ibuprofen should not be given to a child under 16 and will only be administered in school if prescribed by a medical practitioner.

All other medication which are required to be taken during the school day should be brought into College by a parent/carer where they will be asked to complete a form by a qualified First Aider giving permission. All medicines should be in date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S J Rylance', written in a cursive style.

Mr S J Rylance
Head Teacher