

Waterthorpe Nursery Infant School



Waterthorpe Nursery Infant School
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Headteacher: Mrs H. Stokes
Chair of governors: Mrs L. Michie

16th June 2016

Medication in School

Dear parents, carers and families,

With a few exceptions, we are able to administer medication in school. Parents must fill in a medicine form and label medicine clearly with your child's name.

We are finding that at times we have a large number of children requiring medication and we often have requests to administer this at different times during the day. As you can imagine this can be quite difficult when there are lots of other demands on the time of the school staff. To help us make this process as quick and simple as possible, ensuring that we don't miss anyone, we will administer all medicines at a single point at lunchtime. This doesn't apply when children are on a special care plan for their medication.

Please can we remind you that we can only administer medication for a maximum of 1 week. After this point we will return your medicine to you and if further doses are required you will need to come to the school office.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'H. Stokes'.

Mrs H. Stokes (Headteacher)

