



Headteacher : Mrs E.M. Fitzgerald B.Ed (Hons) NPQH

16 March 2015

Dear Parents

### Medicine in School

Due to Local Authority statutory guidance, school are **no longer** able to administer or supervise medicines given to pupils on behalf of parents, unless it is a life saving medicine e.g. asthma inhaler/epi pen.

We apologise for any inconvenience this may cause our parents. In the vast majority of cases, medicines that are needed to be given 3 times per day can be done by giving the required dose before school, after school and again at bed time. If medicine is required 4 times a day parents or their representative may come in at lunchtime to administer this. (Please ensure the school office is notified).

**To allow parents to make alternative arrangements, this will not come into effect until 13 April 2015.**

Thank you for your cooperation.

Yours sincerely

Mrs E Fitzgerald  
Head Teacher