



Dear Parent/Carer

Medication in School

At this time of year there are a lot of nasty illnesses flying around particularly coughs and colds.

I would like to remind parents/carers of Great Barford Lower Schools policy on administering medication

- The school will not be able to store or give medicines that have not been prescribed to a child (e.g. Calpol, Piriton or cough medicines). Please make arrangements to come into school if you wish to give your child these medicines.
- If medicines are prescribed up to 3 times a day, the expectation is that parents or carers will give these medicines outside of school hours.
- If medicines are prescribed 4 times a day, the school strongly encourages parents or carers to make arrangements to come into school to administer these medicines themselves. Please consider whether your child is well enough to be at school if they require medicine 4 times a day.
- Under **NO** circumstances should a child be sent into school with medication in their book bag or lunchbox. All medication must go through the school office. If medication is found in a child's bag, it will be removed and returned to the parent/carers at the end of the day.

I hope you understand that these procedures are in place to protect the children in our care and the staff at Great Barford Lower School.

If you require any more information or have any questions, please refer to our Administration of Medication Policy which can be found on the school website, or speak to a member of the school office staff.

Yours sincerely

Sarah Evans

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