



20th September 2016

Re: A change to medication guidance in schools

Dear Parents / Carers

Following a change to the 2015 Department for Education statutory guidance on managing medicines in schools, we are now required to implement the following immediately:

1. If the school is required to store prescribed medication to be administered during the school day, it must be in its original packaging with the appropriate label. The school can no longer accept any single blister packs.
2. Consent from parents / carers to administer medication can only be in the form of a letter. Schools can no longer accept email or verbal communication under any circumstances.

If you require any further information, please contact the school nurse.

Yours sincerely

Mark Fenn

Mark Fenn
(Head of School)