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Ruishton
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"For I know the plans I have for you... plans I have to give you a hope and future." Jeremiah 29:11

Dear Parent/Carer

ADMINISTRATION OF MEDICINES

If you wish us to administer medicine to your child, please follow these guidelines to ensure that there is no risk to either your own or any of the children:

1. You must complete the relevant form and return to the school office with the medicine.
2. Medicines must be clearly labelled with the child's name, timings and dosage instructions.
3. Medicines must be handed personally to the school office for safe- keeping.

We will endeavour to administer the medicine in line with your instructions, but cannot **guarantee** to do so. If the timing of the dosage is crucial, please come in and administer the medicine yourself. Please note that it is up to your child to remember to come to the office for their medicine.

Yours sincerely

Miss Hannah Collier

Headteacher

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Please complete and return this form to the school office when you wish your child to be given medicine.

I have read and understood the Ruishton letter concerning the administration of medicines in school.

Name of child Class

Condition or illness

Name/type of medicine

Dosage Timing

Starting date Finishing date

Side Effects.....

Signed Parent/Carer