



Thursday 04 April 2019

Dear Parent/Carer,

### **Administration of Prescription Medicines at School**

To enable us to administer prescribed medication each term we need the attached consent form to be fully completed, signed and returned to school on the first day of each new term.

Please ensure all fields on the "Parent/Carer Agreement for Academy to Administer Prescription Medicine" are fully completed, providing as much detail as possible in the boxed area, and signing and dating the form at the bottom. Upon receipt of the completed form at school, staff will check and sign the form as confirmation that all instructions are clear. A copy of this form will then remain with the medicine to ensure it is administered correctly each time.

Where prescribed medication is already on site, if this will remain in date for all or part of the new term, it can remain here in readiness for the new term.

Please refer to the below tick box which confirms the current situation for your child:

- The prescribed medication we have in school is still in date and will remain in date until ..... This means we are able to keep this on-site for the new term. Please simply complete and return the attached form, to enable us to continue to administer this medication, as and when required.
- The medication we have in school is no longer in date and/or is not in its original packaging. Please can you therefore supply an in-date replacement, in its original packaging, to enable us to see the administration instructions issued by your GP, along with a completed Parent/Carer Agreement form.

If you would like us to administer this medication next term, please ensure that we have these item(s) returned at the start of the Summer Term on Tuesday 23<sup>rd</sup> April 2019.

Yours sincerely

Mrs T Ydlibi  
**Executive Principal**

Mrs L Ives  
**Head of School**

*Medeshamstede Academy is part of the Greenwood Dale Foundation Trust  
Group of Academies*

