

Padnell Infant School

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Headteacher: Mrs Mandy Grayson BA Hons

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Appendix E1

Dear Parents & Carers,

MEDICAL CONDITIONS & ALLERGY POLICIES

In order to follow the legal requirements, and those of our “Supporting Pupils at School with Medical Conditions” and Allergy Policies, we must ask every parent/carer to complete a Medical & Allergy questionnaire (attached). We require all questionnaires to be returned, even if your response is “No”. If you answer “Yes” to any questions we will be in touch with further information.

Our procedures for medicines required for short-term illness (Antibiotics for Tonsillitis for example), are also included in the above policy (available to read on our website). We are only able to administer medicines if your child needs **four** doses a day. This medication needs to come in via the office where you will be required to complete an additional form. We will ensure your child is given their medication and record it on two separate forms. We will then require you to sign for the medication at the end of each afternoon, and again when you hand it back the following day.

All other regular or ongoing medication, such as inhalers or EpiPens are to be taken in through the office. Please make a note of the expiry date before handing in medication so that you know when this needs replacing. We will record expiry dates but it is parents responsibility to ensure necessary medication is in school and in date.

All medication for Asthma sufferers will be held in class and administered (and records updated), by the class teacher or Learning Support Assistant.

More information on this can be found in the above mentioned Policies.

Yours sincerely

Mrs Mandy Grayson
Headteacher

Enc – Medical Questionnaire

Our Padnell promise to be a: **G**iving citizen
Resilient learner
Original thinker
Wise worker

