

October 2009

Dear Parent/Carer

The School has received guidelines from Central Bedfordshire Council regarding the management of medical conditions and administration of medicines. The School will follow these guidelines where appropriate, to the age of students at Sandy Upper.

Following this, it is essential that parents inform the School of any medical conditions in writing. If medication is needed whilst your child is in school please send written details. Subsequent changes will also need to be notified in writing.

All medication sent to school will be kept in a locked cupboard or in a refrigerator if necessary. All medicine taken by your child will be logged by first aid staff in the School office.

Pain relief medication (paracetamol only) can be carried by your child to use during the school day. However, please note that only a day's supply should be carried – a maximum of 4 tablets, and for personal use only. Additional tablets can be left with the School office.

If your child has a Medical Care Plan can you please supply us with an up-to-date copy. Your GP, Clinical Nurse or Consultant will be able to provide this for you.

There are specific guidelines for those students suffering from asthma, epilepsy, diabetes, heart conditions, ADHD and those at risk of severe allergic reactions.

The guidelines for students who suffer with asthma require parents to complete additional forms. We will send these out to parents of those students who have asthma. Please ensure that your child has an inhaler with them at all times. We are happy to store spare inhalers at the School office. Please let us know if your child's condition deteriorates, as this can interfere with school performance.

If you have any queries regarding these guidelines please contact the School.

Yours faithfully



Mr D Stevinson  
Headteacher