



16th September 2021

Dear Parent/Carer

Re: Managing Medical Needs in School

The care and safety of all our children at St James' is of paramount importance and this includes managing any medical needs within school.

We have been provided with medical information for the vast majority of children and where this information is still outstanding, parents and carers will be contacted directly.

Since you provided this information, there may have been updates or changes that we need to be aware of. We would therefore ask that you complete [this](#) Google Form to make us aware of these changes.

If a child has asthma for which they carry an inhaler or an allergy which requires an EpiPen, we ask that the child always carries one themselves and a spare should be sent into school to be kept securely in case of emergency. This must be clearly labelled with the child's name, form and any specific information. Any other medication that is required to be administered during the school day on a daily basis, should also be sent to school and labelled as above. Parents and carers may drop such medication off at reception or send it in with their child ensuring they hand it into reception.

We would ask that where possible, prescribed medicine that needs to be administered during the day should be given outside school hours. Should this not be possible, the medication should be dropped off at the school reception by a parent or carer and the relevant form completed which gives permission for the medication to be administered during the school day.

Thank you for your continued support.

Yours faithfully

Mrs C Pickles
Senior Deputy Headteacher