



# Upper Beeding Primary School

School Road, Upper Beeding, BN44 3HY.

Tel: 01903 812288

Fax: 01903 816401

Email: [office@upperbeeding.w-sussex.sch.u](mailto:office@upperbeeding.w-sussex.sch.u)

Website: <https://upper-beeding.eschools.co.uk/web>

Head Teacher: Mrs R Linford

Tuesday 23<sup>rd</sup> January 2018

Dear Parents

## **Re: Changes to the Managing Medicines Policy**

The school will now keep a small stock of the following medications for administration to pupils - relevant protocols will be followed.

- Standard paracetamol in liquid form; for the relief of pain eg period pain, migraine to pupils of all ages.
- Standard antihistamine; for symptoms of mild allergic reaction

Enclosed in your child's book bag are 2 forms that **MUST** be completed and returned to the school office by **Monday 29<sup>th</sup> January 2018**.

None of the above will be administered without checking with the parent first. It is imperative that the enclosed forms are completed and returned as without consent we will be unable to administer any non-prescription medicines.

Prescription medicines will only be administered by the school if the dosage is more than 3 times each day. Parents are encouraged to request a prescribed dosage to fit around the school day.

For further detailed information please read the Managing Medicines Policy which is on our school website <https://upper-beeding.eschools.co.uk/web>

If you have any questions please do not hesitate to contact me.

Yours faithfully

Becky Linford  
Head Teacher

