



Dear Parents & Carers,

Friday 11th January 2019

We are currently reviewing all on-site medications which are held on the school premises and ask all parents of pupils who keep medication at school to update the details below.

This applies to long term medical needs including asthma and eczema.

PLEASE ONLY COMPLETE THE SLIP IF YOUR CHILD KEEPS MEDICATION AT SCHOOL ALL YEAR ROUND.

Long Term Medical Needs

It is extremely important that the school is informed of the medical condition of any pupil with long term medical needs. The parent/carer is responsible for supplying the school with adequate information regarding their child's condition and any necessary medication. If necessary a health care plan will be drawn up.

- The class teacher will accept responsibility for giving or supervising pupils taking prescribed medication during the school day.
- Medication will not be accepted in school or administered without a complete written and signed instructions from the parent (FORM 1) which can be downloaded from the website or obtained from the school office.
- Each item of medication must be clearly labelled with the following information:
 - Pupil's name.
 - Name of medication.
 - Dosage.
 - Frequency of dosage.
 - Date of dispensing.
 - Storage requirements (if important).
 - Expiry date.

NAME

MEDICAL CONDITION

MEDICATION REQUIRED & FREQUENCY

MEDICATION PROVIDED TO SCHOOL Y/N?



Kelbrook Primary School

School Street, Kelbrook, Barnoldswick, BB18 6UD

t. 01282 842309 e. head@kelbrook.lancs.sch.uk w. kelbrook.lancs.sch.uk