

# Email to parents

## Medication Kept in School

Dear Parent/Carer

If your child has any medication stored at school, please ensure this is collected from your child's teacher, no later than **Friday 18 July** as we are unfortunately not able to send medication home with learners.

When your child returns in September, any medication that needs to be kept in school must be accompanied by a completed **Agreement to Administer Medicine** form, **Asthma Form or a Health Care Plan**. These forms are available at the school office and are also attached to this email for your convenience.

Please note that **a new form must be completed for the new academic year**.

Kind regards  
Mrs M Preston  
Head of School