



RJ/DE

15th September 2023

Dear Parents

Administration of Medicines Policy

Under Surrey County Council guidelines, we are allowed to keep Calpol (paracetamol) for general use on the school premises. Every new school year, parents are asked to give written permission in advance for the administration of paracetamol. A member of staff may administer paracetamol for headache (not associated with a head injury), toothache, painful periods etc.

Verbal permission is also sought from a named contact before the drug is administered. An email will then be sent to inform you of the time and amount given.

If you are in agreement with this, please sign the form below (one for each child) and return it to the school office. If we do not have written permission, we will **not be able** to administer any pain relief by verbal permission only.

Yours sincerely

Rachel Jewitt
Headteacher

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Administration of Medicines - 2023/2024

I give permission for Year:..... to be given Calpol
(paracetamol) if considered necessary after verbal permission is sought from
a named contact.

Signed

Dated

Headteacher: Mrs R Jewitt
Address: 3 Ship Hill, Tatsfield, Westerham, Kent, TN16 2AH
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Website: www.TatsfieldTLT.co.uk

