



KB/DE

10th September 2021

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.

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

Yours sincerely

Kevin Bellinger
Headteacher

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Administration of Medicines - 2021/2022

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: Mr K Bellinger
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Tandridge 
Learning Trust