



CATHOLIC PRIMARY SCHOOL

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*Executive Head: Ann Slavin*  
*Head: Tony Lynch*  
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15<sup>th</sup> September 2021

Dear Parent/Carer,

Please read this letter carefully so that we can ensure that we dispense medicines appropriately and correctly at all times.

If your child takes regular medication, please remember to re-register at the beginning of every year. It is your responsibility to ensure that regular medicine including EpiPens and asthma pumps are “in date”. If your child has been prescribed an EpiPen, can you please ensure that the school has **2** EpiPens for your child, one of which will be kept in the dining hall at all times.

**We will only administer medicines prescribed by a doctor.** Ordinarily antibiotics are prescribed three times per day. If this is the case, they should be given in the morning, after school and before bedtime.

Where they are prescribed four times a day, may we suggest that these should be given in the morning, at lunch time in school, after school and in the evening.

This arrangement will enable us to meet the children’s needs as effectively as possible without the need to interrupt their learning or removing staff from their classes to administer the medicine.

Please remember a school medical form must be filled in before we can dispense any medication. These are available in the office.

I hope this information is helpful.

With very best wishes,

Yours sincerely,

Ann Slavin  
**Executive Head**