

Oaks Primary Academy

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Executive Principal: Mrs Debbie Biggenden

Head of Academy: Mr Stefan Bishop

Dear Parents and Carers,

At the start of each new school year it is important for your child's medical needs to be up to date with the school and class teacher. This is so members of staff are able to care for your child's needs should they require any prescribed medication whilst at school.

Please be aware that only medication prescribed by a doctor will be administered whilst your child is at school. Medication will only be given to your child if an up to date consent form has been filled out and given to the school office with the clearly labelled medication in its original packaging. If your child depends on having prescribed medication daily or in emergency circumstances, (e.g., asthma pump) it is essential that you complete a form at the office outlining consent and medication needed for your child as soon as possible.

If you need any more information with regards to the administration of medicine whilst at school please refer to our, '*Supporting students with Medical Needs Policy*' on our school website for full details.

We would advise that where possible appointments should be made outside of school hours. However, we understand that this is not always possible, so in the event of booking an appointment in school time the following must be adhered to:

- You need to fill in a form (which can be obtained from the school office) detailing the time and date of appointment and return it to the office **at least 24 hours** prior to the appointment time.
- You must also provide the hospital letter, dental appointment card or Dr's appointment card alongside the returned form.

Any other circumstances for removing your child early from school must be pre-arranged and authorised by the Head of School or Pupil & Community Welfare Manager.

Yours sincerely,

Mrs Debbie Biggenden
Executive Principal

Mrs Louise Milligan
SENCo