

Dear Parent/Guardian

Outwood Academy Bishopsgarth are committed to keeping students safe and well within the Academy. If your child is required to take medication during school day or has a diagnosed condition whereby medical intervention maybe necessary, then a medical record document such as Individual Healthcare Plan may be required. This will be relevant to all medicines which are to be administered at the Academy such as asthma inhaler, Epi-pen, insulin tables, paracetamol etc.

Our trained health care assistants will arrange to administer prescribed medications only, at the correct times (as per prescription). Please note: over the counter medications cannot be administered. The medication **must** be handed to the Academy by a parent/guardian as we may require a signature.

If at any point your child requires medication within their Academy day, or if they are currently taking medication, please can you contact Mrs. H Rudd, Inclusion Coordinator to arrange an appointment.

Yours Sincerely



Mrs. H Rudd
Inclusion Coordinator.