

19 June 2020

Dear Parent/Carer

In light of the recommended guidance due to Covid-19, we need to make some alterations to the medicines procedure should your child require medicine to be administered during school hours. We would ask, where at all possible, that medicines are administered at home and would like to remind you that we only administer medicines that have been prescribed by a doctor.

The medicines administration form

If at all possible, complete and email a **medicines administration form (Covid-19 version)**. A blank copy of this form can be downloaded from the website in the Coronavirus section. Please email the completed form to admin@akroydon.trinitymat.org. This should be emailed prior to the medicine being brought into school. Please note that you will need to indicate if your child is able to take their medicine independently (under supervision) and if the medicine needs to be collected at the end of each day or at the end of the course. See below for further details on each of these points.

We recognise that it might not be possible for all parents/carers to email the form and where this is not possible, the form would need to be completed in the office. Should a parent/carers need to access the office for this purpose, parents/carers are requested to remember to follow social distancing rules and use hand sanitiser before and after completion of the form.

Administration of medicine

If a child needs medicine to be administered by a member of staff (e.g. they need to give them a spoon of medicine) the staff member will be requested to wear Personal Protective Equipment. Where possible, and if the child is responsible/mature enough to do so, we request that children administer their medicine independently, under close supervision of an adult but where that adult stands 2 metres away from the child.

Drop off and collection of medicine

The medicine should be handed to the Senior Leader who is at the gate at drop off. If medicines are to be collected at the end of each day, please write this on the form and also tell the Senior Leader at drop off. The Senior Leader will hand back the medicine at the gate either each day or at the end of the course of medicine.

We thank you for your support in this. If you have any questions, please do not hesitate to ask.

Yours sincerely

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