

*'We value the power of education to change lives'*

Dear Parents

I write to inform you with details of procedures for the Medical Room at Highcliffe School. Should your son/daughter feels unwell or require medical assistance they must report to the Student Support Office and will then be shown to the Medical Room for attention. If necessary, parents will be contacted.

### **Medical Conditions and Medication**

For students with a medical condition for example Diabetes, Asthma, Epilepsy, allergies with potential for Anaphylaxis, there will be a requirement to complete an individual health care plan, please find this attached. In some cases, a telephone conversation or meeting with myself may be required to go through further details.

If your son/daughter is prescribed an Inhaler, we ask the appropriate inhaler is sent in to school to be kept in the Medical Room. If your son/daughter is prescribed an Auto Injector, we will require one, if possible two pens to be kept in the Medical Room. Short term prescribed medicines such as antibiotics should also be sent in to the Medical Room. Please use the attached Medication consent form in case of medication being required during school hours and bring this in with the medicine in the original box with the expiry date visible.

For general aches and pains, it is possible to keep medicines such as Paracetamol, Ibuprofen, Calpol etc. in the Medical Room. If this becomes necessary, just complete the attached medication consent form and send this in with the medicine in the original box with the expiry date visible.

Please note that we do not permit students to carry medication about their person.

If you have any questions, please do not hesitate to contact me.

Yours faithfully



Miss Emma-Kate Rickard  
Medical Officer  
Student Support