



# Castledon School

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Dear Parents/Carers

## Medication

If your child receives any form of medication please can you let us know of any changes, whether administered at school or home, via class team's email addresses as soon as this occurs. This includes:

- A change in dosage
- Any new medication prescribed
- Medication no longer required

This will enable us to monitor side effects where necessary and have the correct information available in the unlikely event of an emergency.

If you would prefer to see the list of the medication currently we have on file for your child please also ask the class team and we will be happy to provide this information for you.

Any medication provided to the school will be stored securely with our Family Inclusion Team. A completed administration of medication consent form will need to be filled out. This information will ensure that we have accurate medication dosage and administration details for your child which will ensure that medicines are provided in a safe way.

Thank you for your support in this matter.

Kind regards,

*S Holliday*

Simon Holliday  
Head Teacher