

BISHOP



RAMSEY

Church of England School
Headteacher: Mr A J Wilcock MA (Cantab)

7th July 2016

Dear Parent/Carer

Students Medication Held at School

Please be advised that all medication held in the Medical Room for your son/daughter will need to be collected on the last day of term - Friday 15th July 2016 (this also includes Epipens and Inhalers.)

At the beginning of the new academic year please ensure your child returns to school with any new medication that they may require. The medication needs to be held in the Medical Room. All medication should be clearly labelled with the student's name/form and instructions for administering. All medication should also be supplied in the original packaging.

If your child carries an Inhaler or an Epipen, please ensure that these are in-date, clearly labelled and secured in their blazer pocket. On the occasions where there is a non-uniform day all medication must be transferred to other appropriate clothing.

If you have any concerns/queries, please do not hesitate to contact me on 01895 671088.

Yours faithfully

Mrs A James
Welfare Officer



Address: Hume Way, Ruislip, Middlesex. HA4 8EE ∞ **Telephone:** 01895 639227 ∞ **Facsimile:** 01895 622429

Email: office@bishopramseyschool.org ∞ **Website:** www.bishopramseyschool.org

Bishop Ramsey Church of England School is a Company limited by guarantee, registered in England and Wales. Reg no: 7724916