

**Pupil Medications**

Dear Parent,

A few years ago, the Department of Education (DfE) made changes to the way in which schools store and administer pupil medications – please refer to the ‘[Supporting Pupils with Medical Conditions Policy](http://www.eastwoodacademy.co.uk/docs/Supporting%20Pupils%20with%20Medical%20Conditions%20Policy21.pdf)’ on the Academy’s website.

As a result, parents/carers are required to complete medical forms and Individual Healthcare Plans (IHCP).

Please note that if you wish the Academy to hold paracetamol etc on an ‘as and when’ basis only, you do not need to complete an IHCP.

To ensure that the Academy complies with the Data Protection Act could you please complete and sign the Student Medical Form attached (if necessary) to ensure that all appropriate staff (classroom teachers and medical staff) are able to access your child’s IHCP and medical information.

Yours sincerely,

Mrs. M. Philp

Lead Medicine Administrator

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