



March 2023

Dear Parents/Carers

If your child suffers from any medical condition please complete and return an Administration of Medication Request Form and a Healthcare Plan.

In addition, if your child requires medication, either regularly (e.g. Ritalin, Insulin) or as required (e.g. Asthma inhalers, Epipens, migraine relief tablets), please complete and return the Administration of Medication Request Form.

If your child suffers with asthma or allergies requiring an Epipen please ensure that they bring an inhaler/Epipen into school in the original named box (please take a note of the expiration date so that you may renew it as required). Please also ensure that they carry one in their school bag and inform PE staff of this at the beginning of lessons.

Medication, along with a completed Administration of Medicines Request Form, may be handed to the Student Welfare Officer on the first day where it will be stored in the medical room.

Medical consent and Paracetamol consent will be sought on our electronic admissions form.

You are responsible for notifying the school if there are any changes to medical treatment/management. All forms and the medical policy are available to download from the website.

If you have any questions please contact the Student Welfare Officer on 01296 623348 or by email [SWO@johncolet.co.uk](mailto:SWO@johncolet.co.uk)

Yours sincerely

Student Welfare Officer