



CULVERHILL SCHOOL
"Inspire, Nurture, Thrive"
(Specialist SEND College –
Communication and Interaction)



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Dear Parent / Carer

At Culverhill School we have staff that volunteer to administer medications at school, on trips and on camp. We do not administer non-prescribed medication to KS2 students (Yr 3 to 6 inc).

We have different medications categories at school:

- Regular medication – for long term conditions – these are given at lunch time
- One off medications – for example a short course of medicine prescribed by the doctor – these are given at lunch time. Please **ONLY** supply the number of tablets that are needed to be taken at school in the original packaging as medications cannot be sent home daily.
- As needed medications – for students who may have a condition that may flare up whilst at school – usually given at lunch time if possible.
- Emergency medication – for students who, for example, may carry an auto-injector – given when the student requires it. If your child needs emergency medication please email Mrs Sweatman before your child starts at Culverhill so that she can ensure the class team are suitably trained and the school nurse is informed.
- Asthma inhalers.

Should your child need to take any form of medication whilst in School care the attached forms need to be filled out in full and signed. Only one medication per form. More forms can be found on the school website or can be photocopied.

Please check expiry dates on ALL medications including inhalers. As inhalers stay in school from September to July please ensure the inhaler expiry date is long enough to cover this period.

Medication forms should be sent into school with an adult / bus escort along with the medication, on the first day your child starts at Culverhill School. Please clearly label all medication boxes and bottles with your child's full name. Prescribed medications should carry ready printed name labels on boxes / bottles. Please do not mix and match medications. Expiry dates must match containers.

Should your child use an inhaler please fill out the attached Asthma card. Send this form along with your child's inhaler and spacer to school on the first day your child starts at Culverhill School. It is recommended that anyone (adult or child) using an inhaler uses it with a spacer to get the maximum relief from the medication. The inhaler and spacer should be clearly labelled and sent in in a labelled clear plastic wallet / bag.

Regrettably any forms that are incorrectly filled out or medication that arrives that is not in its original packaging may mean your child will not receive their medication when requested.