



Headteacher: Mrs S. Sadler, B.Ed. (Hons), M.A.
Deputy Headteacher: Mrs S. Boulton, B.Sc. (Hons), M.A.
School Business Manager: Mrs S. Tindall

21st January 2019

Dear Parents/Carers,

Administering Paracetamol

We as a school have changed our policy regarding the administration of paracetamol to align with NHS guidelines for school settings. While most of the policy remains the same and we will be keeping paracetamol suspension in the office, we are now unable to give paracetamol more than **3 times per term** to any individual child with immediate effect. This will include any paracetamol or paracetamol-containing products such as Calpol that are brought in by parents.

If you have any queries please refer to the Administration of Medicines and Administration of Paracetamol in a School Setting policies that are available on the school website.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Sarah Sadler'.

Mrs Sarah Sadler
Headteacher