



Lake View Primary School and Foundation Unit

Rainworth Water Road, Rainworth, Notts. NG21 0DU

Executive Head Teacher: Mr Shaun Walker

Head of School: Mrs Emma Watson

Telephone: 01623 401404

Email: office@lakeview.notts.sch.uk

Website: www.lakeviewprimary.org

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Dear Parents and Carers,

We are writing to share details of our updated process for handling and administering medication in school.

If your child is prescribed medication that needs to be taken during the school day, you can now complete an online form instead of a paper copy. The form can be accessed by scanning the QR code provided. This code will also be displayed around school (including outside the office), shared as a pinned Class Dojo message, and available on our website. Once the form is completed, medication can be brought to the school office. Please ensure that all medication is clearly labelled with your child's name, dosage instructions, and any other relevant information.



We understand that children may occasionally become unwell during the day and may require pain relief such as paracetamol (e.g. Calpol). If your child comes to the office feeling unwell, we will always contact a parent or carer first to discuss the most appropriate next steps. If paracetamol is needed, we will ask whether you are able to come to school to administer medication from home. If no one is available and your child is very unwell, we do hold a small supply that can be used in emergencies.

If your child experiences regular or recurring symptoms (for example, headaches or hay fever) that may require medication during the school day, or if they need paracetamol on a semi-regular basis, please complete the online form and send a supply of the medication into school for us to keep on hand. It is important to note, however, that non-prescribed medication can only be given by us for a maximum of three days. Beyond this, parents should seek appropriate medical advice.

Thank you for your continued support. If you have any questions or would like to discuss this further, please do not hesitate to get in touch.

Kind regards,

Mr S Walker
Executive Headteacher

Mrs E Watson
Head of School



Compassion



Diversity



Inquisitiveness



Perseverance



Responsibility



Ambition