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Headteacher: Mrs Jane Sherwood  
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**Ickniel Walk First School**  
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Hertfordshire  
SG8 7EZ



18<sup>th</sup> September 2015

Dear Parents

Following an update to the DfE Medicine Policy, from 2<sup>nd</sup> November, we will now be able to give a single dose of Calpol to children, in exceptional circumstances, for pain or a raised temperature. Obviously, if we feel your child is too ill to be in school then we will call you and ask you to collect your child and take them home.

Before giving your child a dose of Calpol we will call you to ascertain if they have already had a dose of Calpol. We will need to talk to the adult that gave the Calpol or was present while the Calpol was given in order to be sure that the child does not over dose on Calpol. If your child does not improve we will call you and ask you to take your child home.

A record will be kept of Calpol administered in school and you will receive a slip confirming the administration of Calpol. If we note that your child has needed Calpol on a number of occasions we will request that you take them to the GP to ascertain if there is an underlying cause.

If you are happy for your child to receive Calpol please sign the permission slip below by 2<sup>nd</sup> October. We will keep this record for the time that your child attends our school. Please let us know if this permission changes.

Yours faithfully

A handwritten signature in blue ink that reads 'Jane Sherwood'.

Jane Sherwood  
Headteacher

I give permission for \_\_\_\_\_ (name of child) to receive

Calpol in school. Class \_\_\_\_\_.

I am aware that the school will ring me to confirm that I am happy for my child to receive a dose of Calpol and to ascertain if my child has already had Calpol that day.

I do not give permission for \_\_\_\_\_ (name of child) to receive Calpol in school.

Signature of Parent/Carer \_\_\_\_\_ Date: \_\_\_\_\_

PRINT NAME \_\_\_\_\_

Achievement

Celebration

Teamwork

