



Sydney Road
London N10 2NL
Tel: 0208 883 6880

Dear Parent/Guardian,

We are currently re-organising our Welfare room and updating our administration of medicine records. If your child is currently treated for asthma or any other medical condition i.e. food allergies, epilepsy, diabetes, please return the attached forms to the school's office by **Monday 7th September 2019.**

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. If this is not possible, then prescribed medication will only be administered if written permission has been received by one of the following named persons: Mr Vivian, Mr Westmore or Miss Constantinou. All permission must be signed by the child's parent or carer. A copy of the '**Parental/Carer Agreement to Administer Medicine**' form can be found at the office.

All medicines must be in-date and in the original container as dispensed by a pharmacist with instructions for administration, storage and dosage. The exception to this is insulin which must be in-date, but may be available to school inside an insulin pump or pen, rather than in its original container. **No child will be given a medicine containing aspirin,** unless it has been prescribed by a doctor and the named person has received written consent by the parent/carer.

We operate a strict **NO NUTS** policy at Hollickwood School. We have a large number of children who attend our school who suffer from severe food allergies; therefore we are unable to allow other pupils to have such products on the premises. These include:

- Nutella
- Peanut Butter
- A large variety of chocolate bars
- Some brands of popcorn
- Fruit and cereal bars containing nuts

This is not an exhaustive list so we ask parents and carers to please be extra cautious of products you are putting in your child's lunchbox.

Please return this form signed to the office, even if your child does not have any medical conditions.

Yours Faithfully,

Miss Constantinou
Assistant Headteacher: Inclusion