



**The Manor**  
PREPARATORY SCHOOL

## To All Parents

14 October 2010

Dear Parents

### Medical Forms

To ensure we have up to date medical information on your child, please would you kindly complete the medical form that your child will be bringing home to you in their book bag, and return it to me.

Should your child need to take medication during the school day the medicine must be prescribed by a doctor; it should be in its original container with pharmacy dispensing instructions and be accompanied by a signed letter detailing the time the medication is to be given, the frequency of the dose and the length of time for which the medicine is to be taken. Alternatively, medication request forms are available from me in the First Aid Room. If you wish to send in Calpol, please can I request that it is in sachet form and not in bottles.

We will give Calpol from the school supply should your child feel unwell during the day due to a high temperature or pain, but only if we have written consent on the attached form and we are able to contact you prior to giving each dose.

If your child has joined The Manor this academic year, please just complete page 4 of the form as all other medical history will still be relevant.

Thank you in advance for your co-operation.

Yours sincerely

Sarah Horrox  
School Nurse