



**The Livity School**

Positive learning, positive life

23<sup>rd</sup> April 2019

## **To All Parents/Carers**

Dear Parents/Carers

### **New Procedures for Administration of Medication**

Going forward The Livity School will now require parents/carers to complete a detailed form if you require staff to administer any medication to your child. This includes all prescribed medications both regular and as required, as well as any purchased medications you may wish your child to have on occasions.

I have enclosed a form for you to complete should you wish any medication to be given to your child. This form will also be available to you on "The Livity School Website". However, we are not able to accept forms unless they have been signed by the parent or those with parental responsibility.

It is important that your form is returned to the School Office no later than **Friday 3rd May 2019** in order for the school to continue to administer your child's medication.

Yours sincerely

Carol Argent  
**Headteacher**

**Enc:**