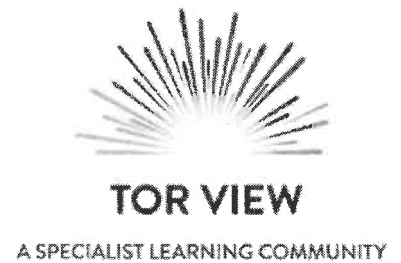


Clod Lane, Haslingden, Lancashire BB4 6LR
Tel: 01706 214640
Email: office@theviewtrust.org
Website: www.torview.org

Executive Principal: Ms A Y Holdsworth
Head of School: Mrs L Parrish



17th September 2019

Dear Parents/Carers,

Re: Medication

Following a recent review of our procedures in relation to medication kept in school, we are writing to notify parents/carers of some small changes and key points to note.

- i) If we are sending medication home, a note will be made in your child's diary. Please check the diary each day, and if the medication has not arrived home, please contact school as a matter of priority.
- ii) Similarly, when returning medication, please note in the diary that medication has been returned.
- iii) All medication needs to be prescribed. We are unable to accept or administer 'over the counter' medication that has not been prescribed.
- iv) If your child requires medication for an ongoing medical condition, please ensure that it is returned to school. Without it, we are unable to keep your child in school.

Please do not hesitate to contact your child's teacher, or a member of the Senior Management Team if you have any queries or questions as a result of this letter.

Many thanks for your co-operation.

Yours sincerely,

Mrs S Dillon & Ms K Morgan
Deputy Principal's



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