

Courthill Infant School

Courthill Road, Parkstone, Poole BH14 9HL

☎ 01202 747381

e-mail: office@courthill.coastalpartnership.co.uk

website: www.courthillinfants.co.uk

Headteacher: Mrs Alison Carter

Dear Parents / Carers

As we progress through this new academic year, please can we remind you to maintain up-to-date medical information about your child and ensure that any necessary medications, for your child, are in school with the correct paperwork.

We ask that you **review and update any medical information** about your child's health. You can do this via Arbor – but if you make significant changes (eg, changes to allergies or dosages), please also inform the office so we can make staff aware at the earliest opportunity.

All medications required during school hours (eg antibiotics, inhaler etc), must be **handed over to an adult in school office** where you will be asked to **complete a form about how the medication should be administered**. Please note, we can only administer medication if we have this form.

Please **do not send medications into school with your child (eg in a book bag) or give them to your child's class teacher**. The only exception is if your child attends breakfast club, when you should hand over medications and forms to a member of staff at breakfast club.

To comply with our First Aid policy, all medications should be presented in **original prescribed packaging**, clearly labelled with your child's name and prescription dosage. This ensures that we can administer the medication correctly.

In addition, please include your child's individual care plan along with the medication (eg, allergy action plan, asthma plan etc). These plans are vital as they help staff to understand your child's specific health needs and to provide appropriate care as necessary.

Lastly, we urge you to check the 'best before' date on any medication being sent to school. It is important to ensure that all medication remains within its expiry date for the safety and health of your child.

Thank you for your support and co-operation. If you have any questions or queries, please contact us at office@courthill.coastalpartnership.co.uk or call 01202 747381.

Many thanks,
Mrs S Wilson, Medical Lead



the
sandwell
well-being
charter
mark



PROUD TO BE A
MUSIC MARK
SCHOOL
2023 - 2024



BCP Council
School's Environment Award
Platinum 2023



Coastal Learning
PARTNERSHIP