

SEVENOAKS PRIMARY SCHOOL

Dear Parent/Carer

Please find attached the medical, dietary and emergency and agreement forms to be signed for the forthcoming Blackland Farm visit. Also, please find a behaviour contract which should be signed by your child.

Please would you kindly complete the forms and return them to school by Friday 17th May 2019.

If your child will require medication on the trip, please ensure you complete and sign the appropriate form, otherwise the school will be unable to administer the medication and arrange an appointment, via the school office, to see Mrs Williams on Monday 10th June. Appointments will be available between 9.15 and 11am.

Medication must be brought to the school, where possible, on **Monday 30th September**. Appointments can be made between 9.15am and 11.00 pm by contacting the school office to hand over the medication.

All medication must be:

- provided in its original container, as dispensed by a pharmacist and include the prescriber's instructions.
- include the child's name, name of medicine, dosage, method and administration, time/frequency of administration, any side effects/precautions and expiry date.
- provide appropriate measuring spoon, dropper, etc.

ALL medication MUST be handed in.

Medication will be kept in a central location or, as in the case of inhalers/emergency medication, with your child's group leader.

If any details provided on the enclosed forms change prior to departure, please ensure you advise the school, in writing.

If you have any questions, or concerns, please do not hesitate to contact me.

Yours sincerely,

Mrs Williams

Mrs Williams
Blackland Farm Trip First Aider