

Regency High School

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8th October 2018

Dear Parents and Carers,

May I please remind parents and carers not to send in items containing nuts or seeds for their child's snack or lunchbox as we have 2 pupils and 1 member of staff in school who have a nut allergy? We would be grateful if parents and carers are mindful of this when choosing items for their child to eat in school as this obviously reduces the possibility of a serious incident with one of the affected people. If staff notice that a pupil has an item containing nuts or seeds, they will offer the pupil an alternative food when removing the nuts and/or seeds.

As we are a special school, may I also remind you that we are only able to administer prescribed medications to pupils – this is regardless of whether the medication is given by trained school staff or a qualified nurse. The most common impact of this is in giving pain relief medication or if a pupil is prescribed short term medication such as anti-biotics. If you think that your child may need pain relief from time to time, we ask that you obtain a supply, on prescription, that may then be administered by appropriate school staff and send it in with written confirmation that you give consent for it to be administered. The usual procedure for giving pain relief, from time to time, would be for parents/carers to be contacted before the medication is administered and for a written note to be sent home with the time the dose was given. With anti-biotics or changes to other medications, please send in the medication in its original packaging with the pharmacy label and written permission to give as directed. If your child takes medication that comes in blister packs, please always send the packs in the original box that they come in from the pharmacy. One of the checks that we have to make is that the code on the blister pack matches the code on the outer box.

Our aim is always to work with parents and carers and support the pupils to be well and safe in school and to help manage any medical conditions so that full attendance is achieved, wherever possible. The Medical Interventions Policy is available on the website, if you would like a hard copy, please contact the office and we will send one to you.

Yours sincerely

Sara Harding
Headteacher