Dear Parent/Carer

**PARACETAMOL IN COLLEGE**

Following an assessment of attendance, I am pleased to report that there has been a reduction in holidays taken in term time, so thank you for your support.

It appears that an area the College needs to address is illness. I am not for one moment suggesting children are not allowed to be ill, but would like to see how the College can support children to attend/remain in College.

To make this possible we would like to introduce a facility to offer a child Paracetamol if a family were happy for us to do so. In order to do this we would **need written consent** at the beginning of the year.

**WE WOULD ALWAYS TELEPHONE PARENTS BEFORE ADMINISTERING ANY MEDICATION**.

I do not want to give the message that poorly children should be coming to College, I am suggesting that if a child isn’t quite 100% or maybe has a headache or cold, by simply administering medication at College they are able to complete their day more comfortably.

If a child is unwell we will, of course, telephone you to offer medication or for you to collect them if you felt that was appropriate. I hope that this may also be the beginning of developing a strong “work ethic” for future life.

If your child is vomiting or has diarrhoea they do need some time away from College so that they do not inadvertently spread a “bug” and in this case I ask that they are away for 24 hours from the last episode of sickness or diarrhoea.

Thank you for your support.

Yours faithfully

**R K Jonathan**

**Headteacher**

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**ADMINISTRATION OF PARACETAMOL**

Child’s Name ……………………………………………………………………..…….. Year ………… Tutor Group ………..

I give permission for the College to administer Paracetamol to the above child after obtaining verbal permission over the telephone.

Signed (Parent/Carer) ………………………………………………………. Name …………………………….……. Date ………………