

07/10/2025

Dear Parents/Carers,

**Request for information of your child’s medication**

At Potterspurvy Lodge School, the health, safety, and wellbeing of our students is our highest priority. To help us provide the best possible care and respond appropriately in the event of an emergency, we are updating our records regarding any medication that pupils are currently taking.

We kindly ask that you share details of any prescribed or regular medication your child is taking — whether it needs to be administered during the school day or not. Having this information allows us to:

- Respond quickly and effectively in case of a medical emergency
- Update individual risk assessments to reflect your child’s current needs
- Ensure staff are aware of any possible side effects or reactions that may affect your child during the school day or on trips

All information provided will be treated as strictly confidential and stored securely in accordance with data protection regulations.

Please complete the table below and return this form to the school office by 17/10/2025. If your child’s medication changes in the future, please notify us as soon as possible so we can keep our records up to date on an ongoing basis.

**Child Information**

Child’s Name \_\_\_\_\_ Class/Year Group \_\_\_\_\_ Date of Birth \_\_\_\_\_

**Medication Information**

Name of Medication	Dosage	Time Administered	Reason for Taking	Administered at School (Yes/No)	Additional Notes (e.g., side effects, storage instructions)

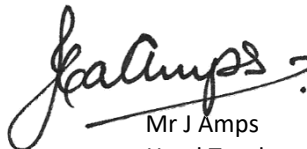
If you would prefer a paper copy of this letter, please let us know and we can send one home to you.

Thank you for your cooperation and continued support in helping us keep all pupils safe and well.

Yours faithfully,



Mr J Mayer  
Assistant Principal



Mr J Amps  
Head Teacher