



March 2010

Headteacher: Mark Anstiss

Dear Parent/Guardian

Re: Changes to Medical Room Practice

The Medical Room service is run by a qualified member of staff who, together with other appropriately qualified staff, enables the college to fulfil its responsibilities for medical care of all students on our roll.

The Medical Room service and First Aid provision are subject to very strict guidelines to which the College is obliged to comply.

Please also be aware of the following strict guidelines, which apply to Medical Room practice:-

- Prescribed medicines may only be administered with written parental consent on a special form available from reception or the Medical Room. Medication such as antibiotics will only be administered from the Medical Room if it is required four times per day, making one dose necessary during the school day.
- Paracetamol may only be issued to students with verbal consent from a parent / guardian at the time the paracetamol is given. This is a revision to previous practices and will start from 19th April 2010.
- No medication or advice can be given so no medical supplies or creams are kept in stock.
- Mineral water is available for purchase in the cafeteria and the vending machine area; also tap water is available from water fountains and the cafeteria. Requests for drinking water from the Medical Room are inappropriate. Please be aware that students are encouraged to bring water to school and to drink water in lessons provided it is in a clear plastic bottle.
- Please keep the medical room updated with current contact telephone numbers at all times in case of an emergency.

Yours faithfully

Mrs P Ashman
Interim Headteacher



Felpham Way, Felpham
Bognor Regis
West Sussex PO22 8EL
College Tel: 01243 826511