



Cedarbank School

HEADTEACHER: Ms Ann M. O'Hagan

Ladywell East
Livingston
EH54 6DR

Tel: 01506 442172

e-mail: cedarbank@westlothian.org.uk

AL/JW

17th June 2019

Dear Parent/Carer,

Please find enclosed paperwork required to enable the First Aid team in Cedarbank School and in our annexes to administer medication to your child as of the start of the new academic term on 21st August 2019. Please complete it and return to me by Tuesday 25th June 2019.

Any unused medication from the current term should be collected from the school on Friday 28th June 2019. We would require that new medication, in original packaging with dispensary sticker, be sent in with your child upon their return in August. The West Lothian Policy states that:

The medication must be supplied in the dispensing container with the original pharmacy label attached stating the pupil's name, date of birth, name of medication, time/frequency and route of administration – the statement 'As Directed' is not acceptable. Medication that is not supplied to school in the dispensing container with the original dispensing label should NOT be accepted.

If you are unable to collect the medication from the school, please contact us in advance to see what alternative arrangements can be made.

Many thanks,

Alison Lindsay
Depute Head Teacher



INVESTOR IN PEOPLE