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THE
MALLING
SCHOOL

Headteacher: John Vennart BSc, PGCE

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19th December 2024
JVe/jmc

Dear Parents/Carers

To streamline our procedures, we are currently in the process of transitioning our administration of medication into a digital format.

If your child has a regular medication or is in need of medication at any time please complete the form which can be found at <https://www.cognitoforms.com/TheMallingSchool/AdministrationOfMedicines> so that we can add this to our digital records.

This includes any paracetamol or ibuprofen that is brought in as we are unable to provide this for pupils. Please note that pupils should not be self-medicating and should not be carrying medication on their person unless it has been pre-approved.

If the above steps are not taken, then we are unable to administer any medication to your child.

Please ensure that this is completed by 6th January 2025.

Thank you for your support with this change.

Yours sincerely

Mr J Vennart
Headteacher

