



Monks Orchard Primary School

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15 May 2018

Dear Parents and Carers,

With the warm weather increasing numbers of pupils are reporting that they have hay fever. If your child has hay fever, please come and inform us at the school office, so that we can keep a record and inform our lunchtime staff, so they will be not play on the field to make their symptoms worst.

If your child requires medication during the day we can only administer if we have the following:

- completed medical form
- medication that has been prescribed by a doctor (a chemist label needs to be attached stating dosage and amount). Children in year 6 are allowed to self-medicate, if we have a completed form and 1st aid trained staff available to supervise them.
As a school we cannot administer over the counter medication.

If your child has hay fever at lunchtime they will be asked not to play on the field and remain away from the grass.

If we have not been informed about your child suffering from hay fever by 18 May 2018, our staff will be asking them to play on the field with their friends.

Yours faithfully

Mrs Shilling
Assistant Head Teacher - Inclusion

