

Eynsham Community Primary School

Everyone Soaring to Success

Beech Road, Eynsham, Witney. Oxon. OX29 4LJ

Headteacher Mrs Ginny Bayliss



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Thursday 9th February 2022

Dear Parent/Guardian,

We are writing to let you know that we are changing the way that we record medication given to children in school. If your child is required to take medication in school, we will now notify you that they have taken their medication by email on the day it is taken. The email will come from a platform called "Smartlog" which is the system we are using to track and log medication provided to students.

This system will also notify you when the medication you have provided for your child is due to expire. Reminders will be sent at 30 days, 14 days, and 7 days. You should then come to the school office to collect the expired medication and provided us with new medication if required.

Please note we can only hold prescribed medication by a doctor in school. If your child is prescribed medication and you require your child to take it during the school day; please bring the medication to the school office, where we will ask you to complete a 'medicine permission form'. This form can be found on our website - the link is below.

<https://eynsham-community-primary-school.secure-primariesite.net/useful-information/>

We will start to use this system from **Monday 20th February 2022**.

If you have any questions, or require any further information at all, please do not hesitate to contact the school office.

Yours sincerely

Mrs Ginny Bayliss

Executive Headteacher