

# E-ACT Royton & Crompton Academy

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Headteacher: Mrs. Andrea Atkinson  
B.Ed (Hons), NPQH

24<sup>th</sup> April 2019

## RE: Asthma, Medication & First Aid

Dear Parent/ Carer,

In order to ensure our medical records are up to date can you please inform the Academy if your son/daughter suffers from asthma. It is your parental responsibility and your son/daughter's responsibility to make sure that they have their spray on them at all times every day along with a spare asthma spray which is to be kept in the school's medical room, in case they need to use it in an emergency. Please note that it is not the school's responsibility to make sure that your son/daughter has a spray in school.

If your son/daughter has any known allergies, medical conditions etc. please contact the school so that we can keep our records up to date. Please also make sure that we have your most up to date contact details at all times.

If your son/daughter is on any regular medication and they need to take this during the school day, you must contact the school's Welfare Officer Mrs Jackson to make an appointment to come in and sign a consent form. The medication must be in the original box with your son/daughters name on the originally packaging with the stated dose.

There has been an increased amount of students coming into school and going to the medical room with injuries that have happened out of school hours. Please note that if your son/daughter has an accident out of school hours it is not our responsibility to administer first aid.

If you have any questions or concerns please contact [leela.jackson@e-act.org.uk](mailto:leela.jackson@e-act.org.uk)

Yours Faithfully



Mrs L Jackson  
Welfare Officer

