# Medication letter to parents

The letter below is attached for guidance. It can be **adapted** and used for issue by school/setting staff as well as Heart of England Foundation Trust School nurses.

Clinic address/School/Setting address

Telephone contact details

Date

Dear parent/carer

**Name of Child - Medication in school**

It is suggested that you check your child's medication on a termly basis to ensure it is in date, there are no changes to the dose and it is still needed by your child. It should be replaced or removed as necessary, especially at the beginning of each new academic year.

If there are changes to your child's condition and/or medication, please ensure the school/setting staff/Heart of England Foundation Trust School nurse is/are notified in writing.

I am available at the clinic/school/setting, contact details as above, if you wish to discuss your child's condition.

Yours sincerely

Care Trust School nurse/school/setting lead