

**Forest Oak School**  
Windward Way, Smith's Wood,  
Birmingham. B36 0UE

Tel: 0121 717 0088  
Email: [office@forest-oak.solihull.sch.uk](mailto:office@forest-oak.solihull.sch.uk)

Principal: **Mrs A R Mordey**



1<sup>ST</sup> February 2017

Dear Parents/Carers

### Medication in School

It is important for Health & Safety reasons that all necessary precautions are taken with medication in school. All medication will need to be received by a First Aider in school and witnessed by another member of staff. Medication will be counted and logged and parent/carer or escort will be asked to sign a form to confirm they have handed it over.

On occasions, you may not be seen to immediately as Office Staff and First Aiders may have other priorities which they need to deal with and you may have to wait. **In particular, during busy times of the day; 8.30 a.m. to 9 a.m., 2.50 p.m. to 3.20 p.m.** Please be aware of this if asking your child's taxi escort to bring in medication as often, they will not have time to wait.

Thank you for your co-operation.

Yours sincerely

MRS A R MORDEY  
PRINCIPAL



LOTTERY FUNDED



'Working together... releasing potential'