



2 March 2023

Dear Parent/Guardian,

May I take the opportunity to remind all parent/guardians that there are no situations where any pupils are permitted to have tablet medications on them in the school grounds. This includes the school or their boarding rooms.

The only permissible medications are emergency EpiPens which anaphylactic pupils should carry on them in a sealed bag, and inhalers which all asthmatic pupils should carry on them, or in some cases can leave spare inhalers with the medical offices particularly for the cases of young pupils.

If your child/ward requires any medication during their time at school, whether this is a one off or ongoing medication, please make sure it is signed into School Office with an administration consent form. Please do not allow pupils to carry medications on them. If you are sending in a medication to be signed in with a pupil - it is important you advise School Office that morning to expect the medication so we can ensure its safe arrival.

If your child/ward is in boarding, please remember to update myself or the boarding team with any changes to medications. Medications here need to be signed into the boarding house office, not with the pupil in their rooms, but instead of an administration form we require a copy of the prescription. If you wish to send your child/ward in with over-the-counter medications or remedies, please also sign these into the boarding house office.

If you feel your child/ward would benefit from having a supply of their medication at school, or would like to discuss the medications procedures further, please do not hesitate to get in touch – jlavelle@royal.surrey.sch.uk.

Thank you for your help in keeping our school a safe environment.

Sister Jennifer Lavelle
Lead Nurse

The Royal School
High Achievers. Confident Learners

Part of



Prep School, Portsmouth Road, Hindhead, Surrey, GU26 6BW



Senior School & Sixth Form, Farnham Lane, Haslemere, Surrey, GU27 1HQ



01428 607 977 (Prep) 01428 605805 (Senior)



The Royal School's Patron: Her Majesty Queen Elizabeth II ■ President: HRH The Princess Royal

admin@royal.surrey.sch.uk



The Royal School is part of United Learning. United Learning comprises: UCST (Registered in England No: 2780748, Charity No. 1016538) and ULT (Registered in England No. 4439859, An Exempt Charity). Companies limited by guarantee. VAT number 834 8515 12.
Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.

www.royal-school.org

