



Dear Parent/Carer

Data Collection Sheet

I enclose a Data Collection Sheet with information for your son/daughter that we hold on our school system. To ensure our records are up to date, can you check through all the information, complete all the blank details that require information adding and return it to school as soon as possible.

If you have any additional contact details for example please add to the back of the form.

Please complete the Parental Consent boxes and even if there are no changes, please sign and return the sheet to school so we know you have received and confirm the information.

Medical

We are updating our records for First Aid and Medical and require you to complete the enclosed medical form and medicine authorise to be completed and an authorisation for administration of medication form to be completed for any new medications and for the current ones we currently hold on site.

The administration of medication form needs to be filled in for every medication your child needs to take during the school day and a separate one for each. These will need to be re completed once a medication runs out and new one is provided.

We will be unable to administer medication going forward without prior written consent using the enclosed form. If medication is obtained on a Friday afternoon or over the weekend we will accept an email for the Monday but a form will need to be collected by your child and completed to carry on the administration for the additional days. The authorisation form can also be found on our website under the Parent tab.

Medication needs to be provided in the original packaging so dosage and prescription details can be seen. Strips of tablets will not be accepted.

As always, thank you for your continued support

Kind Regards



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NOTTINGHAM

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**St Ralph
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