



Roundwood Primary School

Roundwood Park, Harpenden, Herts AL5 3AD

Tel: 01582 460756

Email: admin@roundwoodprimary.herts.sch.uk

www.roundwoodprimary.herts.sch.uk

HERTFORDSHIRE COUNTY COUNCIL

Headteacher: Kate Hoofst

Dear Parents and Carers,

If your child has a medical condition which the school needs to be aware of once your child starts with us in September, please could you complete the Medical form and include a small up to date photo of your child. If you are also providing medication, please specify instructions on the correct dosage and frequency of medication or details of an Action Plan in the event of an emergency relating to a medical condition.

Necessary medication that your child may need must be provided at the start of your child's first day of term. It will be stored in our medical room. Reminders are sent out when the medication nears expiry, but please keep a note yourself. Medication can be handed in at the School Office or to your child's teacher.

For any queries relating to your child's condition or medication, please either speak to your child's teacher or contact Faye or Erica at the School Office
admin@roundwoodprimary.herts.sch.uk.

Thank you for your assistance and we look forward to seeing you in September.

Kind regards,

School Office
Roundwood Primary School