EATON BANK ACADEMY

Eaton Bank Academy, Jackson Road, Congleton, Cheshire, CW12 1NT.
Telephone: 01260 273000 | Email: postpoint@eatonbank.org | Web: www.eatonbankacademy.org

1st October 2025

Dear Parent/Carer,

From time to time, children may feel unwell during the school day and need medication or pain relief to help them manage. We understand that this can make a big difference in helping your child remain comfortable and able to continue their learning.

Please note that the school is **unable to supply medication** unless it has been provided directly by a parent or carer. However, we can store medication in school so that your child can access it when needed.

To ensure safety and clarity:

- All medication must be clearly labelled with your child's full name.
- A **parent/carer** must complete the dedicated **consent form** before any medicine can be administered in school.
- A copy of the consent form is attached to this letter. Further copies are available from the school office on request.

We kindly ask that any medication sent into school is handed to the office staff and not carried by your child (unless agreed otherwise for specific medical needs).

Thank you for your support in helping us care for your child during the school day.

Kind regards,

Miss L Harvey

Attendance & Welfare Officer