



Radnor House  
— SEVENOAKS —  
celebrating every individual

3 March 2021

Dear Parent/Carer,

I would like to introduce myself, I am the new School Nurse Ruth Colling. I have been a nurse for 32 years and an Emergency Nurse Practitioner at Sevenoaks and Edenbridge Urgent Treatment Centres for the last 17 Years. Since starting at Radnor House in January I have made a few changes that I would like to share with you regarding medication procedures.

All expired medication has been removed from the pupil's yellow bags and the medical room. All Parents have been contacted by phone, for those pupils who had expired medication. Please can I ask that all medicines required and any emergency medication for yellow bags be brought into School for when the children return on Monday 8 March. If medicines need to be brought into School the following procedure needs to be followed:

*All medicines must include their medical name and be in the original container and include the strength of the medication. They MUST also be clearly labelled with the pupil's name*

*The dosage and when the medicine should be given (as directed is not acceptable i.e. on topical creams, directions must be specific) and include the expiry date*

*Staff will not accept medicines that have been taken out of their original container or had changes to the dosage.*

*All medicines (including Homeopathic) must be accompanied by a parental agreement for the school to administer medicine, a medical information form must also be completed. This can be downloaded from the school website.*

*If two or more medicines are required, these should be in separate, clearly and appropriately labelled containers, each with a separate consent form.*

*On arrival at school all medicines must be handed to the School Nurse or Receptionist at Prep/Senior Reception.*

*All Antibiotics will be kept in the locked drugs fridge in the medical room.*

*If there are any changes to the pupil's type or dose of medication or any medical changes please inform the medical room immediately.*

Please feel free to contact me if you have any concerns or questions.

Kind Regards,

Ruth Colling School Nurse (RGN) - [medical@radnor-sevenoaks.org](mailto:medical@radnor-sevenoaks.org)/[rcolling@radnor-sevenoaks.org](mailto:rcolling@radnor-sevenoaks.org)

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