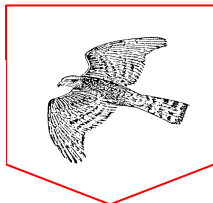


Hawkinge Primary School



Miss A Ward
Headteacher

Tel: 01303 892224

www.hawkingeprimaryschool.co.uk

Canterbury Road
Hawkinge
Folkestone
Kent
CT18 7BN

Dear Parent / Carer,

As the new school year is starting it is a good time to review our practices and procedures in ensuring you child is safe at school, and we can reach you in case of emergencies.

Mobile Telephone Numbers

The system of using the mobile telephone updates proved to be very successful and popular last year. If your mobile number has changed since July 2013 please could you write your new number and return the slip below to the school office ASAP so that we can update our records.

First Aid

On occasions we have to administer First Aid to children after they have a fall in the playground or when they don't feel well. We do need your permission to do this, so from this year we will annually request you fill in the form below giving your permission or not, for us to use the following products on your child.

Antiseptic Wipes – We use these if a child falls and grazes themselves to ensure their wound is clean

Plasters – we use these to cover the cleaned would to ensure it does not become infected.

Sun cream – on occasions when out on school trips teachers would like to be able to administer sun cream on hot days

Calpol – sometimes children have headaches / aches and pains and we would telephone you to ask whether you thought it would be a good idea to give your child some Calpol. Children would NEVER be given any without your permission. However, your verbal permission is not enough; we do need written permission too!

If you have any further questions about this, or would like to see our First Aid Policy please contact me

Yours sincerely

Aly Ward

Name of child: _____ Class: _____

I give my permission for:

	Yes	No
Antiseptic wipes to be used on my child's skin to clean a wound		
Plasters to be given to my child		
My child to apply sun cream when appropriate		
My child to be given Calpol ONLY AFTER verbal permission has been first sought		
My mobile hone number has changed		
If yes please write it here –		

Signed:

Parent / Carer.

Please return to your child's class teacher