



Stone Bay School

Stone Bay School
70 Stone Road
Broadstairs
Kent
CT10 1EB

Headteacher: Jane Hatwell
Telephone: 01843 863 421
Email: office@stone-bay.kent.sch.uk

Dear Parents and Carers,

Following a full review of our internal medication processes, under the guidance of our school nursing team, we are very pleased to inform you that Stone Bay School is now able to accept suitcases which have *respite medication* inside them, once your child or young person has completed their respite stay.

Please note the following important information regarding this process:

- The school will store the respite suitcase / bag with the medication securely in the school office.
- We will not be responsible for the medication itself while it is on the school site, we will not open the suitcase or bag.
- We will not count, record, or administer the medication. Our role is solely to store the suitcase securely to support families.
- The school will not be responsible for ensuring the suitcase with the medication in is taken home. The parent or transport PA must ensure it is collected. If the suitcase with medication is forgotten or left on the school premises, it will be the responsibility of parents or carers to arrange collection.

If your child travels to and from school using KCC transport, it is essential that you clearly communicate your collection arrangements with your child's taxi drivers or Personal Assistants (PAs) to ensure the medication is returned home at the end of the day.

To confirm that you understand and agree to the school's process and your responsibilities, please sign and return the agreement slip below.

"Getting it right for every student"





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Parent/Carer Agreement

I have read and understood Stone Bay School's procedure for the storage of respite medication. I agree to the responsibilities outlined above, including arranging the safe collection of my child's medication at the end of the school day.

Child's Name: _____

Parent/Carer Name: _____

Signature: _____

Date: _____

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