

The Gilbert School

Part of the Alpha Trust



VCH/sma
May 2025

Dear Parents/Carers

Re: Danbury Camp – Medication Administration Procedures

We are very much looking forward to our upcoming trip to Danbury Camp at the end of the summer term. As the trip is approaching, we thought we would let you know about our procedures for administering medication to students during the trip.

- Medication must be handed in via student reception by **Thursday 10th July 2025**, at the latest.
- All medication must be in a clear bag (e.g. a food bag) and must be clearly labelled with your child's name and the dosage.
- If your child already has medication held in student reception, please provide us with additional items. We cannot take medication with us from student reception.
- Whilst we will endeavour to remind students to take their medication, it remains the responsibility of the student to remember to come to the medical tent when they require their medication.

Please do not hesitate to contact Mrs Chamberlain (vch@gilberd.com), Mrs Pharoah (cph@gilberd.com) or Mr Auton (sau@gilberd.com) if you have any queries regarding medication at Danbury Camp.

Yours faithfully

Mrs V Chamberlain

Mrs C Pharoah

Mr S Auton

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Alpha Trust

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