



Wallace Fields Infant School & Nursery

Supporting Pupils with Medical Needs

REVIEW DATE:

SUMMER 2026

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SUMMER 2027

Content

1. Aims	3
2. Legislation and statutory responsibilities	3
3. Roles and responsibilities	4
4. Equal opportunities	5
5. Being notified that a child has a medical condition	5
6. Individual healthcare plans (IHPs)	6
7. Managing medicines	7
8. Emergency procedures	8
9. Training	8
10. Record keeping	9
11. Liability and indemnity	9
12. Complaints	10
13. Monitoring arrangements	10
14. Links to other policies	10
 Appendix 1: Process for developing individual healthcare plans	 11
Appendix 2: Procedures for children who are sick or infectious	12

1. AIMS

At Wallace Fields Infant School & Nursery we understand that medical conditions requiring support at school can affect quality of life and may be life-threatening.

Our school will support pupils with medical conditions so that they have full access to education, including school trips and physical education.

This policy aims to:

- o Make sure that pupils, staff and parents/carers understand how our school will support pupils with medical conditions
- o Set out the roles and responsibilities for everyone in the school community in regard to pupils with medical conditions
- o Set out the procedure for creating, reviewing and managing individual healthcare plans (IHPs)
- o Set out how we will manage medicines in school
- o Reassure parents/carers that the school will help their child feel safe, supported and included

The named person with responsibility for implementing this policy is Katie Muir.

2. LEGISLATION AND STATUTORY RESPONSIBILITIES

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance on [supporting pupils with medical conditions at school](#).

Early years settings should continue to apply the Statutory Framework for the [Early Years Foundation Stage Early years foundation stage statutory framework \(EYFS\) - GOV.UK](#)

This policy also complies with our funding agreement and articles of association.

1. 3. ROLES AND RESPONSIBILITIES

3.1 The governing board

The governing board has ultimate responsibility for making arrangements to support pupils with medical conditions.

The governing board will:

- o Review this policy in a timely manner, in line with the relevant legislation and requirements
- o Make sure that the policy sets out the procedures to be followed whenever the school is notified that a pupil has a medical condition
- o Monitor practice, and staff training, in regards to pupils with medical conditions, in line with this policy

The governing board delegates the day-to-day implementation of this policy to Katie Muir.

3.2 The headteacher

The headteacher will:

- o Make sure all staff are aware of this policy and understand their role in its implementation

- o Make sure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- o Make sure that all staff who need to know are aware of a child's condition
- o Take overall responsibility for the development and monitoring of individual healthcare plans (IHPs)
- o Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- o Manage cover arrangements in the case of staff absence or turnover, to make sure a suitable staff member is always available, and supply staff are briefed appropriately about pupils' medical needs
- o Approve risk assessments for school visits and school activities outside the normal school timetable that involve provision for pupils with medical conditions
- o Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- o Make sure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- o Implement systems for obtaining information about a child's needs for medicines and keeping this information up to date

3.3 Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of 1 person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

3.4 Parents/carers

Parents/carers will:

- o Provide the school with sufficient and up-to-date information about their child's medical needs
- o Provide evidence of appropriate prescription and written permission for medicines to be administered by staff

- o Be involved in the development and review of their child's IHP, and may be involved in its drafting
- o Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

3.5 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

3.6 School nurses and other healthcare professionals

Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and pediatricians, will liaise with our school nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

4. EQUAL OPPORTUNITIES

The school will adhere to the legal responsibilities under the Equality Act 2010 and will not unlawfully discriminate against any pupils. Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents/carers and any relevant healthcare professionals will be consulted.

5. BEING NOTIFIED THAT A CHILD HAS A MEDICAL CONDITION

When the school is notified that a pupil has a medical condition, the process outlined in Appendix 1 will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

For children starting at Wallace Fields Infant School & Nursery arrangements should be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or changed circumstances,

A flow chart for identifying and agreeing the support a child needs and developing an IHP is provided in Appendix 1. Templates for medication requests and pupil's healthcare plans are provided from appendix 1 to appendix 10.

EYFS settings: 5.1 Obtaining information about medicines

Delete this section if you don't have an EYFS setting and your procedure doesn't involve obtaining the information yourself.

The EYFS framework states that settings must include how they obtain information about a child's need for medicine, and a system for keeping this information up to date (see section 10 of this policy).

We will:

- o For new starters, send a form to all parent/carers of pupils after their place at the school has been confirmed, but before their first school year starts, to confirm any medicine(s) their child needs. Where a pupil has a new diagnosis and/or a pupil has moved to the school mid-term, we will send a form and put arrangements in place within 2 weeks
- o Send a reminder to parents/carers at the start of each year in a newsletter, as well as a form to complete, if their child requires certain medicine(s)

We ask that parents/carers proactively inform us by either phone call to the school office or an email to the school office if their child's medical needs change during the school year.

6. INDIVIDUAL HEALTHCARE PLANS (IHPS)

The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions.

The day-to-day responsibility has been delegated to Rachel Vhora.

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

For children starting at Wallace Fields Infant School & Nursery arrangements should be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or changed circumstances,

A flow chart for identifying and agreeing the support a child needs and developing an IHP is provided in Appendix 1. Templates for medication requests and pupil's healthcare plans are provided from appendix 1 to appendix 10.

Plans will be developed with the pupil's best interests in mind and will set out:

- o What needs to be done
- o When
- o By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents/carers when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents/carers and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has special educational needs (SEN) but does not have an EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board and the headteacher will consider the following when deciding what information to record on IHPs:

- o The medical condition, its triggers, signs, symptoms and treatments
- o The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- o Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods, additional support in catching up with lessons, counselling sessions
- o The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- o Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable

- o Who in the school needs to be aware of the pupil's condition and the support required
- o Arrangements for written permission from parents/carers and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil, during school hours
- o Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
- o Where confidentiality issues are raised by the parent/carer or pupil, the designated individuals to be entrusted with information about the pupil's condition
- o What to do in an emergency, including who to contact and contingency arrangements

7. MANAGING MEDICINES

Prescription and non-prescription medicines will only be administered at school:

- o When it would be detrimental to the pupil's health or school attendance not to do so, **and**
- o Where we have parents/carers' written consent

The person administering the medicine will keep a written record. Parents/carers will always be informed on the same day the medicine has been administered, or as soon as reasonably possible.

The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents/carers.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check recommended and maximum dosages for the pupil's age, and when the previous dosage was taken.

The school will only accept prescribed medicines that are:

- o In-date
- o Labelled
- o Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Medicines will be returned to parents/carers to arrange for safe disposal when no longer required.

7.1 Controlled drugs

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

7.2 Pupils managing their own needs

Details of how the school manages medicines in school can be found in the school's policy on administration of medicines. Pupils' Medicines are carefully labelled and stored. Access is readily available when the need arises. The school ensures that written records are kept of all medicines administered to children, and parents are informed if their child has been unwell at school.

7.3 Unacceptable practice

Although school staff will use their discretion and judge each case on its merits with reference to the pupil's IHP, they will keep in mind that it is not generally acceptable practice to:

- o Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- o Assume that every pupil with the same condition requires the same treatment
- o Ignore the views of the pupil or their parents/carers
- o Ignore medical evidence or opinion
- o Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- o Send an ill pupil to the school office or medical room unaccompanied or with someone unsuitable (e.g. a fellow pupil who is not old or responsible enough)

- o Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- o Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- o Require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent/carer should have to give up working because the school is failing to support their child's medical needs
- o Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents/carers to accompany their child
- o Administer, or ask pupils to administer, medicine in school toilets

8. EMERGENCY PROCEDURES

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carer arrives, or accompany the pupil to hospital by ambulance.

9. Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the headteacher. Training will be kept up to date.

Training will:

- o Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- o Fulfil the requirements in the IHPs
- o Help staff to have an understanding of the specific medical conditions they are being asked to support with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it – for example, with preventative and emergency measures so that they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

10. RECORD KEEPING

The governing board will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents/carers will be informed if their child has been unwell at school.

IHPs are kept in a readily-accessible place that all staff are aware of. In the first aid area, in medical boxes in classrooms.

EYFS settings: 10.1 Recording information about medicines

The EYFS framework states that settings must include how they obtain information about a child's need for medicine (see section 5 of this policy), and a system for keeping this information up to date.

If you do have an EYFS setting, insert your procedures for keeping a record of pupils' medicines. We've included an example below to help you get started.

We will:

- o Enter each pupil's medicine need in the school's system
- o Update our records when parents/carers of pupils inform us of changes to their child's needs
- o Keep a record of changes, labelling the most recent record for each child
- o Make sure that all staff have access to records so that they are informed about pupils' medical needs
- o Securely hold this information digitally in accordance with the UK GDPR
- o Inform parents/carers about how they can access their child's information (provided no relevant exemptions apply to their disclosure under the Data Protection Act 2018)

11. LIABILITY AND INDEMNITY

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

We will ensure that we are a member of the DfE's risk protection arrangement (RPA).

12. COMPLAINTS

Parents/carers with a complaint about the school's actions in regard to their child's medical condition should discuss these directly with the headteacher in the first instance. If the headteacher cannot resolve the matter, they will direct parents/carers to the school's complaints procedure.

For children starting at Wallace Fields Infant School & Nursery arrangements should be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or changed circumstances,

A flow chart for identifying and agreeing the support a child needs and developing an IHP is provided in Appendix 1. Templates for medication requests and pupil's healthcare plans are provided from appendix 1 to appendix 10.

13. MONITORING ARRANGEMENTS

This policy will be monitored by the headteacher.

It will be reviewed and approved by the governing board every year.

14. LINKS TO OTHER POLICIES

This policy links to the following policies:

- o Accessibility plan
- o Complaints
- o Equality information and objectives
- o First aid
- o Health and safety
- o Safeguarding
- o Special educational needs information report and policy
- o Allergy Safety Policy
- o Procedure to prevent the spread of infection

- [Supporting pupils with medical conditions at school \(GOV.UK\)](#) Department for Education statutory guidance, templates and links to other departmental guidance and advice.
- [Supporting pupils with medical conditions: links to other useful resources - GOV.UK \(www.gov.uk\)](#)
- [Health Conditions in Schools Alliance \(medicalconditionsatschool.org.uk\)](#) includes an example school medical conditions policy, a guide and template for an individual healthcare plan, other forms for record keeping, and information on specific health conditions.
- [Health protection in schools and other childcare facilities \(GOV.UK\)](#) UK Health Security
- [First aid in schools – \(GOV.UK\)](#)
- [Early years foundation stage statutory framework \(EYFS\) \(GOV.UK\)](#) Department for Education
- [Education for children with health needs who cannot attend school - GOV.UK \(www.gov.uk\)](#)

1. USEFUL NUMBERS % WEBSITES

[UK Health Security Agency - GOV.UK \(www.gov.uk\)](#) for information and advice on [Health Protection in schools and other childcare facilities](#) which covers communicable or infectious diseases.

Information is also available on wider health protection issues, regional centres and health protection teams [Find your local health protection team in England - GOV.UK \(www.gov.uk\)](#)

Asthma / Allergies

[Allergy UK](#)

Helpline: 01322 619898

Allergy UK School Allergy Action Group (SAAG)

Website: [School Allergy Action Group | Allergy UK | National Charity](#)

[The Anaphylaxis Campaign](#)

<https://www.anaphylaxis.org.uk>

[Asthma UK](#)

Helpline 0300 222 5800 (Mon-Fri 9am to 5pm)

Diabetes

[Diabetes UK](#)

Helpline: 0345 123 2399 (Mon-Fri 9am to 6pm)

Epilepsy

[Epilepsy Action](#)

Helpline: 0808 800 5050

[Epilepsy Society](#)

Helpline: 01494 601 400

Meningitis

[Meningitis Research Foundation](#)

Freefone helpline 0808 800 3344

[Meningitis Trust](#)

Helpline: 0808 800 3344

Skin Conditions

[National Eczema Society](#)

Helpline: 0800 448 0818 (Mon-Fri 10am to 4pm)

[Psoriasis Association](#)

Tel: 01604 251 620

Other conditions

[Shine for Spina Bifida and Hydrocephalus](#)

[Cystic Fibrosis Trust](#)

The policy will be monitored by the headteacher and governors for its effectiveness in implementation, and evaluated and reviewed annually, or sooner in the light of any incidents that may occur or any changes to legislation.

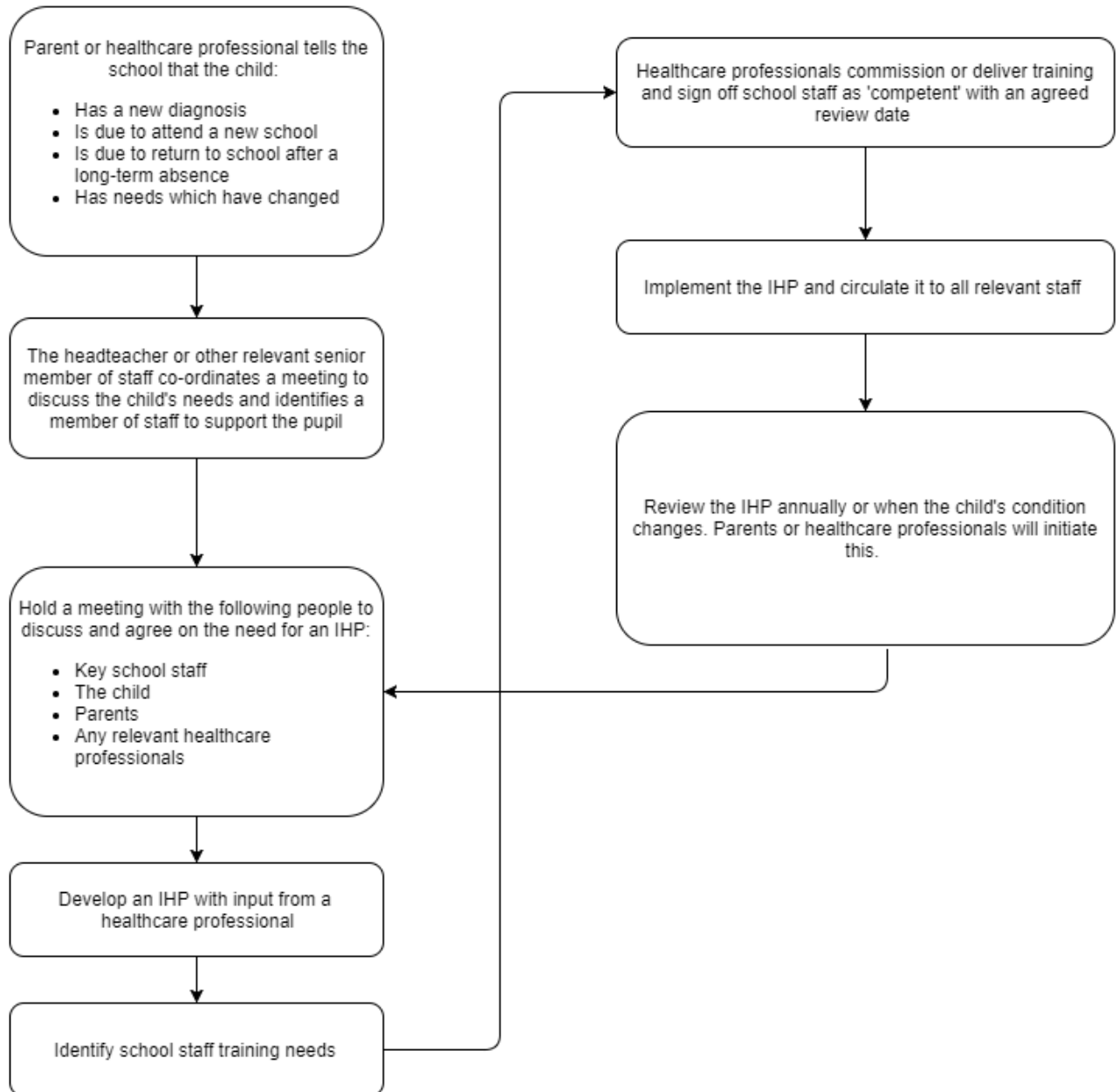
This policy has been prepared using guidance provided by the DfE, Surrey County Council and CEFM

APPENDIX

- **APPENDIX 1:** Process for developing an Individual healthcare plan
- **APPENDIX 2:** Individual healthcare plan
- **APPENDIX 3:** Parental agreement for setting to administer medicine
- **APPENDIX 4:** Record of medicine administered to an individual child
- **APPENDIX 5:** Record of medicine administered to all children
- **APPENDIX 6:** Staff training record – administration of medicines
- **APPENDIX 7:** Contacting emergency services
- **APPENDIX 8:** Example letter inviting parents to contribute to individual healthcare plan development

APPENDIX 1

PROCESS FOR DEVELOPING INDIVIDUAL HEALTHCARE PLANS





Individual Healthcare plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Record of medicine administered to an individual child

Name of school/setting	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

C: Record of medicine administered to an individual child (Continued)

Date

Time given

Dose given

Name of member of
staff

Staff initials

Date

Time given

Dose given

Name of member of
staff

Staff initials

Date

Time given

Dose given

Name of member of
staff

Staff initials

Date

Time given

Dose given

Name of member of
staff

Staff initials

Record of medicine administered to all children

Name of school/setting

Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Signature of staff	Print name

Staff training record – administration of medicines

Name of school/setting	
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely

