**RICHMOND PRE-SCHOOL CIC**

**04.01 k Notification that medication is due to expire**

Dear Parent(s) / Carer(s),

We have noticed that the medication we hold for your child is due to expire soon.

Medication .........................................................

Expires on .................................................................

Please confirm that this medication is still required and if so please provide us with a new supply.

All medication must be clearly labelled with your child’s name and come in the original packaging with the information sheet**.**

Many Thanks,

Kylie Kerridge

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