

16 November 2022

Dear Parent/Carer

### **Medication in School**

This letter is a reminder of the school's procedures on the administration of prescribed and non-prescribed medication to pupils, based on guidance and regulations issued by DfE. Click [HERE](#)

In most circumstances, medication (eg antibiotics) prescribed three times a day can be taken at home – before school, after school and before bedtime.

However, if you wish prescribed medication to be administered during the school day, there are strict processes that **MUST** be followed.

- 1) Staff **CANNOT** administer non-prescribed medication such as Calpol under normal circumstances
- 2) Academy staff **CANNOT** administer medication unless all of the following steps have been adhered to:
  - I. Prescribed medication must be delivered to the school by the parent and must be in a sealed and clearly labelled container as originally issued (dispensed).
    - a) Child's name
    - b) Name of medication
    - c) Dosage required
    - d) Frequency of Administration
    - e) Storage Requirements
    - f) Expiry Date
- 3) Parents **MUST** complete a prescribed medication form for each prescribed medication. No medication will be accepted on the academy site without this form being completed in full.

Please note that you can ask your doctor to complete a prescription for the prescribed medications for use in school to ensure you can comply with the above requirements.

Yours sincerely

Lynn Ovens  
Operations Manager