

29 September 2022

Dear Parent/Carer

Re: Administering Medication to Pupils

We would like to remind parents and carers of the Academy's policy on administering medication to pupils and of the following key points:

- No medication should be brought to site by pupils for them to take, unsupervised, while at school;
- If your child is prescribed medication, you must contact the Academy and ask to speak to our Healthcare Practitioner so that they can make arrangements for pupils to take this at school if necessary;
- Medication must be prescribed by your GP and will be stored in the Medical Room at school at all times – our Healthcare Practitioner will explain procedures to you;
- Your child will be allowed to report to the Medical Room to take medication at agreed times;
- Children should not bring any unprescribed or over-the-counter painkillers, such as paracetamol, to school at any time.

The Academy does hold a small stock of over-the-counter painkillers, which we can give to children to take if we believe it necessary. This is supervised by the Healthcare Practitioner, who will assess any symptoms or concerns a pupil might present with and consider if giving a child this medication is safe and that it will not interfere with any other medical conditions they may have.

Children should not be sent into school with these painkillers, they will not be allowed to take them unsupervised while in school and they will be confiscated if found.

Please ensure you read our Medical Treatment of Pupils policy for more details, this can be found in the policies section of our website, under the 'Information' tab.

Yours faithfully

A handwritten signature in black ink that reads "Hele Jones".

Ms H Jones
Executive Headteacher