

In God's love we learn and grow together

Headteacher: Mrs J P Conley

19th March 2025

Dear Parent/Carer

Non-prescribed Medication

We are writing to inform you about our policy regarding the administration of medication at school, specifically non-prescribed medications such as Calpol.

We kindly request that non-prescribed medication be administered before school hours, as most of the non-prescribed medications e.g. Calpol, needs a six-hour gap between doses of medication.

Since medication can only be given a maximum of four times a day, it is important to ensure that medication is taken before school, and we cannot administer it during school hours unless it has been specifically prescribed by a doctor and the appropriate paperwork for managing medications in school has been completed by the parent/carer.

We understand that sometimes it may seem necessary to provide children with medication throughout the school day. However, for the safety and well-being of all students, we must follow this guideline to ensure proper dosing and prevent any potential issues.

If your child requires medication during school hours for an ongoing health condition, please ensure that the medication is prescribed by a healthcare professional, and we will be happy to work with you to ensure its safe administration at school.

If you require a copy of our 'Supporting Children with Medication Policy', please contact the school office.

If your child has prescribed medication in school and any of the details/dosage have changed recently, please contact the school office.

Thank you for your understanding and cooperation in this matter. If you have any questions or concerns, please do not hesitate to contact us.

Yours sincerely

Mrs J P Conley
Headteacher