

## **Supporting Pupils with Medication – Parent Information**

Dear Families,

We would like to remind you of our approach to supporting pupils who require short-term medication during the school day.

Wherever possible, medication should be administered at home. Many short-term medications, including most antibiotics, can be scheduled around school hours. For example, antibiotics prescribed three times a day can typically be given before school, after school, and at bedtime — without needing to be brought into school.

However, if it is detrimental to your child's health not to receive medication during the school day, we will support administration under the following conditions:

### **Medication Administration at School:**

- Medication will be administered according to pharmacy instructions, ideally during breaks or lunchtime to minimise disruption to learning.
- Only prescribed medicines will be accepted, and they must be:
  - In-date
  - Clearly labelled with your child's name and details
  - Provided in the original container as dispensed by the pharmacist, including dosage and storage instructions

### **Parental Responsibilities:**

- Parents must complete a Medication Authorisation Form, which must be handed to the school office detailing:
  - The name of the medication
  - Dosage and timing
  - Administration procedure
- The Head Teacher will review the request and confirm whether the school can administer the medication.

Please note that medication will only be administered by a trained member of staff who has volunteered to do so.

The Trust Policy for Supporting Pupils with Medical Conditions can be found here: [supporting-pupils-with-medical-conditions-policy-v3.pdf](#)

We appreciate your support in helping us manage medication safely and effectively. If you have any questions or need a copy of the authorisation form, please contact the school office.

Yours sincerely

Mrs S Liley

Executive Headteacher