

June 2026

Dear Parents/Carers,

**Re: Changes to Administration of Medicines in School**

We are writing to inform you that from September 2026, our school will be required to follow the Harris Federation Policy on Medical Needs and Medicines.

As part of this change, there will be an update to our current procedures regarding the administration of medication in school, including paracetamol.

The Federation policy states that:

- **Academies are not permitted to hold stock medicine (medication purchased and held by the academy, such as paracetamol, ibuprofen, and antihistamines) for dispensing to students as required.**
- Under no circumstances must staff administer or give students pain relief unless the medication has been provided and consent received by the parents/carers.

This change is to ensure that we are fully compliant with federation-wide expectations and to maintain the highest standards of safety and care for all students.

**Please note also that medication will only be accepted into the academy if:**

- **Medication is in date**
- **In its original container/box/bottle, as dispensed by the pharmacist or as sold over the counter**
- **Is clearly named for the student who it is intended for**
- **Includes instructions for administration, dosage and storage**
- **Consent has been received (on the relevant form which can be obtained from the Main Office)**

**Long Term Conditions**

If a student has a long-term condition (migraine, allergies, anaphylaxis etc.) full details must be given to the School, together with clear instructions on how you wish us to deal with any issues, should one arise. Asthma pumps must be clearly labelled as detailed in the above paragraph, and accompanied by an inhaler consent form (which can be printed from our website or obtained from Reception). Epipens must be in original box with pharmacy label and accompanied by an up-to-date care plan (as arranged by allergy clinic or school nurse).

Headteacher: Sarah Cox, BA (Hons)

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## Sudden Illness During the Day

With regard to illnesses that develop at school, the School First Aider will make a judgement as to whether the student is well enough to return to class or needs to be sent home. On the rare occasions when students need to be sent home, the school will contact the parents/carers so that you can make the necessary arrangements to collect them. **Please note, we will never send a child home without parental agreement.**

It is not acceptable for a student to contact you directly to request to be picked up during the school day. Students who are unwell must report the fact that they are feeling unwell to their teacher who will then take the appropriate action.

## Accidents and Emergencies

Students who have serious accidents or suffer severe reactions will be given immediate First Aid and sent to hospital, with parents, or if necessary, an ambulance will be called. In these cases, you will always be informed immediately by the office staff.

I would be grateful if you could explain these procedures to your children so that they are clear about how to report an illness and what is likely to happen. Fully trained First Aiders are available during school hours.

**With regard to the administration of paracetamol, we understand that this may be a change from our current practice, and we appreciate your support as we implement these new procedures. Further details, including the full policy document, will be available on our new website in September.**

If you have any questions or would like to discuss your child's specific medical needs, please do not hesitate to contact us.

Thank you for your continued support.

Yours sincerely,



Ms S Cox  
Headteacher

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