



"Let your light shine"

St. Mary's CEVC Primary School
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Dear Parents/carers,

Please see attached our updated Medication Policy, which has been updated in the last week.

Following guidance, we have made slight amendments in the policy in regards to administering **non-prescription** medication:

- School staff are not able to give **non-prescribed** medication to pupils, unless written consent has been given. The form in Appendix B must be filled in and both the medication and the form need to be handed into the School Office.
- In the majority of cases, this medication would only need to be administered short term. If your child has a medical condition which requires long term **non-prescription** medication, then we would collaboratively write a medical care plan for your child (Appendix D).
- Parents / Carers will need to collect **non-prescribed** medication at the end of each week, from the School Office.

We have a lot of non-prescription medication in the office, including Calpol, children's paracetamol and antihistamines. If you think any of these might belong to you, please come to the office by the end of the week to collect them. Any out of date **non-prescribed** medication, will be thrown away next week, if it is not collected.

Kind regards,

Caroline Layton

Deputy Head
St Mary's CEVC Primary School
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