

Friday 27th March 2026

Dear Families,

We have recently reviewed and updated our Medicines in School Policy to ensure it remains in line with Somerset guidance and supports the safe administration of medicines in school.

The key points are outlined below:

Prescribed medicines

- The school can only administer prescribed medication when a medicine form has been fully completed by a parent/carer.
- Medication must be in the original labelled container with the child's name and dosage instructions.
- Medicines must be handed in and collected from the school office by an adult and must not be sent in bags or with children.
- Medicines will be stored safely in a locked cabinet in the office.
- Medication will not be kept longer than 5 days and must be collected each Friday as a minimum.
- Medicine must be collected from the school office.

Non-prescribed medicines (Calpol)

- The school keeps a small supply of Calpol (infant and 6+) for occasional use if needed during the school day.
- In order for your child to receive these medicines, we must have written consent from a parent/carer in advance. Please complete forms to give consent.
- We will also contact you by phone for verbal permission before administering the medicine.

Asthma inhalers

- Children with asthma should have a named inhaler kept in their classroom.
- Parents must ensure an asthma medical form is completed and inhalers are in date.

Where possible, we ask that medicines are administered outside of school hours.

A copy of the updated Medicines in School Policy and consent forms will be available from the school office and on the website.

Thank you for your support in helping us keep all children safe.

Many thanks

Hannah Lintern
Deputy Headteacher