



18th December 2024

Dear Parents and Carers,

Medicines administered during school hours

Although this is not a service we are obliged to offer, where it is deemed essential, prescribed medicines may be taken in school supervised by an appropriately trained member of staff. As a parent/carer you will be required to complete a medical information form, which will include the dosage and frequency of dosage. Once a dose has been given to your child, you will receive a notification via email.

We would like to emphasise that staff both in the classroom and school office will do their very best to ensure medicines are given at the specified times. However, during very busy periods, dosages may get overlooked. If the need to give medication at a specific time is critical to your child's health, we suggest you make a visit to school at said time to ensure your child receives their dose.

Non prescribed medicines are not to be taken in school time, this means that school staff cannot administer Calpol, Nurofen, Piriton etc, without prior instruction from your GP. If you wish your child to receive nonprescription medicines during the school day, you will need to decide to visit the school in person.

The Eynsham Partnership Academy First Aid and Medicines Policy can be found on the school website:

<https://primarysite-prod-sorted.s3.amazonaws.com/eynsham-community-primary-school/UploadedDocument/2b619eff-2da2-45af-9f1d-d7b323c32c16/epa-first-aid-and-medicines-policy-review-sept-2025.pdf>

Thank you for your cooperation.

Yours sincerely,

Ginny Bayliss
Executive Headteacher