

1 April 2025

Dear Parent/Carer

### **Change to Medication Procedure**

I am writing to inform you of an important change to our medication administration policy. When we return from the Easter break, we will no longer be administering non-prescription medication to pupils, such as paracetamol or cough syrups.

If your child currently has a medication plan in place for non-prescription medication, we will be in touch to arrange the collection of this. From term 5 onwards, we will only administer medication that has been prescribed to the child. Our handover of medication procedures and required forms remain unchanged, and a reminder of these can be found here <https://selwood.somerset.sch.uk/parents/useful-information/medications>

All medication must be in its original packaging, as dispensed by the pharmacist, and include instructions for administration, dosage, and storage. A Medication Plan (short-term under 1-month or long-term over 1-month) must be completed by a parent/carers and handed in alongside the medication. The Academy cannot administer medication without written information and signed permission in place.

Medication can only be administered by Academy staff between 10:45am and 2:30pm during the school day. Parent/Carers are advised to spread doses of medication (e.g. antibiotics) across the day to account for this and manage medication at home where possible. The Academy does not offer an 'as and when' provision of medicines, as we are not in a position to diagnose a child's needs. However, we are committed to working closely with parents and carers to determine an agreed process in individual cases or to facilitate a space for you to administer the medication yourself.

It remains the responsibility of parents/carers to provide the correct documents required for the Academy to administer medication. The necessary forms are available on the Academy website and at reception for convenience. If parents/carers wish to complete the forms on site, we advise that plenty of time is given to do so, as our staff team is available to offer support if needed.

We appreciate your cooperation and understanding of these procedures and your support in safeguarding all concerned.



**Melissa Singer**  
**Director of Business & Finance**

**'Let your light shine before others' Matthew 5 v 16**  
**Head Teacher: Mr Daniel Jeffries BA(Hons) MA NPQH NPQEL**

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Safeguarding is everyone's responsibility - Selwood Academy is committed to safeguarding and promoting the welfare of our children and we expect all members of staff, volunteers and visitors to share this commitment.