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St Michael's
Catholic Academy

Head Teacher: Clare Humble

Deputy Head(s): Marc Scott, Clare Carey
& Matthew McAuley

BHCET CEO: Stuart McGhee

BHCET Chair of Directors: Yvonne Coates

21 January 2025

Dear Parents and Carers,

Changes to the administration of non-prescribed medication in school

We are writing to inform you of several changes to the administration of non-prescribed medication in school. The rules on this are now much tighter than they used to be, therefore we have changed our practice accordingly. Below, are the changes that will come into immediate effect.

- **Only prescribed medication** that supports a student's Individual Health Care Plan will be accepted.
- Prescribed medication brought into school must be in its original packaging, showing the dose and frequency. We will not be able to accept a couple of tablets in an envelope with a note.
- Prescribed medication will only be administered with written consent from a parent or carer on the correct school form. A phone call is not sufficient. An Individual Health Care Plan must be in place.
- Over the counter medicines, (e.g. paracetamol and cough mixture) – i.e. not prescribed by a GP but bought from a pharmacy, - cannot be administered in school, unless the student has an Individual Health Care Plan. Further information can be found in our 'Supporting pupils with Medical Conditions' Policy, on the school website. <https://bhcet.org.uk/information/policies>
- If your child asks for non-prescribed medication to be brought into school, we now ask that you wait for your child at reception for you to administer this type of medication to your child.

Any medication that does not have an Individual Health Care Plan to support it, please contact the school to arrange for collection by Thursday 20 February 2025. After this date any uncollected non prescribed medication will be destroyed.

If you have queries or concerns, please contact Mrs M Sutton on 01642 870003 or msutton@stmichaels.bhcet.org.uk

Yours sincerely,

Mrs C Carey
Deputy Headteacher



Act Justly, Love Tenderly and Walk Humbly with your God