



Ref: CRE/Medical

March 2024

Dear Parent/Carer

Re: Administering of medication at school

In order to comply with Government guidelines on administering medications in school it is necessary to operate the following procedures here at Ormiston Rivers Academy.

Very few medicines need to be taken during school hours and in most cases the appropriate dosage of medicine when prescribed to be taken “three times a day” can be given “before school, after school and at night”.

Medication will not be given to any pupil without the specific written consent of the parent. A request for school staff to administer medicine must be in writing and include evidence that the child needs to take medicine during school hours, e.g. instructions on the container or advice from the pharmacist.

A parental consent form is available on the school website to assist with this process. Medicines must be in the pharmacist’s original container, clearly labelled with the pupil’s name and the dosage/instructions. The medicine, together with the completed and signed consent form, should be delivered to school, where possible by a parent/carer and should be handed to the school reception.

Should you have any concerns or enquiries regarding this then please contact Mrs C Reed on 01621 787880 or by email creed@ormistonriversacademy.co.uk.

Yours sincerely

Ms J Williams
Principal