



ABBEY PARK SCHOOL

14th February 2025

Dear Parent/Carer

Medication in school

We have seen an increase in students bringing prescribed and over the counter medication into school. For Safeguarding reasons, we cannot allow students to carry medication in their bags.

(The exception being Asthma Inhalers, EpiPen's and those students who carry insulin to help manage their Diabetes).

For students with short term medical conditions or who need to take medication four times a day, the school must supervise the administration of this medication. The parent/carers of the student must complete a 'Students requiring prescribed medication in school' form (Available from Reception or the school's website under 'Life At Our School') and hand the form, plus medication, into reception for the attention of the First Aid Room.

If a student needs to take medication 3 times a day, this does not need to be brought into school, as the student will be able to complete their daily course outside of school hours (i.e. 1 dose before school, 1 dose after school and the final dose before going to bed).

It is the parent's/carers' responsibility to ensure that the medication arrives at school with the correct form fully completed. No medication will be issued unless the correct form is with the medication.

According to the department of education, any prescribed medication must come in its original container/packaging and be clearly labelled with the student's name, dosage/frequency of administration, date of dispensing, cautionary advice and expiry date (this is standard practise from all pharmacies).

Paracetamol

If your child suffers from a minor medical ailment in school we are able to administer pain relief to them if we have written permission from you to do so. A 'Paracetamol Consent form' can be obtained from Reception or via our website

Paracetamol will not be issued automatically to a student at the student's request. Before paracetamol is offered, students are asked a series of self-help questions by the First Aider. One 500mg Paracetamol tablet will be offered by a First Aider, if it is considered appropriate.



The Park
Academies
Trust



Executive Principal: Mr J Young
Head of School: Mr J Ward
Vice Principals: Mrs L Hunter, Mr S McKinstry and Mrs K Stevens

The Learning Campus, Redhouse Way, Swindon, Wiltshire SN25 2ND
Tel: 01793 705400

email: admin@abbeyparkschool.org.uk



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If students make repeated requests for paracetamol parents/carers will be informed and the school may withdraw the availability of paracetamol if appropriate.

It is parent/carers responsibility to inform the school first aid room if circumstances change and a student should no longer be offered paracetamol.

Yours sincerely

Mrs G Manterfield

Admin Officer



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