



18 September 2026

RE: Administering of Medicines

Dear Parents and Carers,

I am writing to inform you of an important change to our arrangements for administering medicines at Aldercar High School.

From this term, the school will only accept and administer medication that has been prescribed for an individual young person by an appropriate healthcare professional. We will no longer accept, store or administer non-prescription medicines, such as pain relief or other medication purchased over the counter.

Where prescribed medication needs to be taken during the school day, parents and carers must provide it in the original container or packaging, with the pharmacy label clearly showing the young person's name, the prescribed dosage and the instructions for administration. The relevant parental consent form must also be completed before the school can administer any medication.

If your child currently has non-prescription medication stored at school, please contact Student Services to arrange for it to be collected.

We recognise that this is a change to our previous arrangements. This decision has been made to ensure that medicines are managed safely, consistently and in accordance with the school's updated Administration of Medicines Policy.

We also recognise that some young people may be able to manage their own medication independently. Where parents or carers consider this appropriate, any such arrangements should be discussed with their child and must take account of the young person's age, maturity and individual medical needs. Medication managed independently by a young person will remain the responsibility of the young person and their parent or carer and should not be handed to, stored by or administered by school staff.

Individual arrangements for young people with ongoing medical conditions, allergies or healthcare plans will continue to be managed in accordance with their agreed medical information and individual plans. If you are unsure how this change may affect your child, please contact Student Services so that we can discuss their needs with you.

Thank you for your understanding and cooperation

Yours sincerely,

Mr P Smith
Headteacher