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Dear Parents and Carers,

## Important Update: Administration of Non-Prescription Medication

At (insert name of school), the health, safety and wellbeing of all our pupils is our highest priority. Following updated government guidance and a review of our internal procedures, we are writing to inform you of an important change regarding the administration of medication in school.

From 1st September 2025, the school will no longer administer **non-prescription** medication (e.g. Calpol, antihistamines, throat lozenges, etc.) during the school day. This is in line with the Department for Education's statutory guidance. We will continue to support the administration of prescription medication as required.

### What This Means for You:

Where possible, any medication (prescription or otherwise) should be given before or after school hours.

If your child requires non-prescription medication during the school day, we kindly ask that you or a nominated adult come into school to administer it.

Children who have individual healthcare plans, prescribed medication, or long-term medical needs will continue to be fully supported.

We understand that this change may require some adjustments and appreciate your support in helping us to follow national guidance and maintain a safe environment for all pupils.

If your child's medical needs change or you require assistance, please contact the school office. We will continue to work closely with families and healthcare professionals to ensure that every child receives the support they need to thrive at school.

Thank you for your understanding and continued cooperation.

Warm regards,

Liam Frost

Headteacher

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A Spring Partnership Trust School Registered Office: Elmstead Wood Primary School, Castlecombe Road, Mottingham, London, SE9 4AT



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