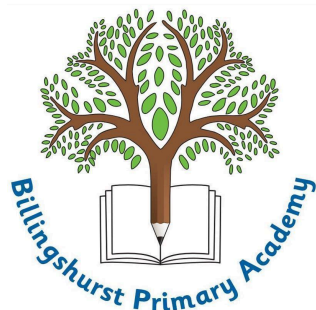




Billingshurst Primary Academy

Headteacher: Ms Marion Ley

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Ambition
Belonging
Courage

Dear Parents & Carers

Medication update Autumn 2025

We have made some important changes to our medication policy so it is inline with WSCC guidelines and best practice to ensure the safety of all.

If your child needs medication within the school day that has been prescribed by the doctor, this medication will need to be handed into the school office and you will need to fill out the paperwork, so we can administer it to your child.

All regular long term medication such as inhalers and Epi pens need to be handed into the office at the start of term making sure that you have filled out the forms.

We will no longer be able to administer any non-prescribed medication e.g. eye drops, regular Calpol doses, creams, hayfever relief, throat sweets, rescue remedy drops unless they have been prescribed by a doctor. This is inline with WSCC guidelines.

In an emergency and if your child requires paracetamol or antihistamines in school and you are unable to come and give this medication, we hold a limited small amount in school and would be able to administer this dose after midday on an Ad-Hoc basis.

Yours sincerely

Ms Marion Ley

Headteacher



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