

Mendham Primary School & Nursery
Mendham
IP20 0NJ
Tel: 01379 852520



St. Edmund's Primary School
Hoxne
IP21 5AD
Tel: 01379 668283

Academy Head – Henry Huxtable
Email: head.wvp@consortiumtrust.org.uk

8th September 2025

Dear Parents,

As we begin the school year the inevitable will happen, germs will start to circulate, and children will become ill. Attendance is important and often illness does not stop a child from attending school. So, I would like to take this opportunity to remind you of our policy regarding medication in school.

If you are unsure whether your child's illness will stop them attending school please check this NHS website: [Is my child too ill for school? - NHS.](#)

If your child requires medication when in school

Staff can only administer pain relief and prescription medication with a fully completed medication form.

Medication must be brought to school named and in its original box or bag with the correct method of administration: 5ml spoon or syringe. Medication cannot be administered if out of date or with an incorrect method of dosage i.e. A teaspoon. Prescription medication must have the pharmacist's dispensing label attached.

Medication will be sent home daily with the completed form to allow you to see when the last dose in school was administered. Please ensure this is returned with the medication the following day.

To avoid overdosing please ensure that staff are aware when the last dose of medication was given. This can be recorded on the medication form if required.

A copy of the medication administration form has been attached to this letter.

Allergies

If your child suffers with allergies, please ensure that staff are aware of the allergy and treatment in the form of the child's treatment plan provided by their hospital. If an adrenalin pen is carried, please ask the child's GP for additional pens to keep in school.



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<http://www.mendhamprimaryschool.org.uk/>

<http://www.stedmundsprimary.org.uk/>

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Please note that our schools are nut free sites. This means that parents should be aware that nuts/nut traces are present in a wide range of products from foods (chocolate spread and peanut butter) to hand creams, not all of which maybe obvious and should take this into consideration when packing snacks and packed lunches.

Asthma

Children prescribed an inhaler should keep one in school for emergencies. GP's have historically been very understanding and prescribed a second inhaler and spacer to be kept in school. This should be handed to the class teacher and will be stored in a recognised place in the classroom for quick access.

The school holds a register of all children who require an inhaler. Please see the attached letter and care plan for completion and returning to school as soon as possible.

Knocks, bumps and scrapes in school

If your child suffers a knock, bump or scrape in school staff will notify you through the Learning Pi app. The app can be downloaded from the app store or google play.



A phone call home and a paper copy of the head bump form will be completed for any bumps to the head.

Yours sincerely

Nicola Jones
Assistant Academy Head



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