



Striving together for excellence and enjoyment

15th December 2025

Dear Parents/Carers,

We have had two recent incidents, one on Friday and a further one today, where it has been discovered that children have medication (one prescription and one over the counter) in their bags that we are not aware of and where procedures have not been followed. This presents a potential safeguarding risk to children in our school.

On both occasions we have followed these up with the families involved. However, I am writing to you all to impress upon you the significance of this. Under no circumstances, with the exception of inhalers, epi pens and medication for epilepsy (all of which we must also be notified of) should children have any medication in their possession at any time.

Mrs. Gooden and Mrs. Morris in the office administer medication to children when the correct processes are followed which includes completing the forms available on our website and linked here: [Medication form](#) We administer prescription and over the counter medication.

Please can I ask that you work with us to keep your child and other people's children safe by following the correct processes.

Thank you,

Mrs. Magdeburg

Jenn Magdeburg (Mrs)
Headteacher

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