



13 December 2024

Dear Parent/Carer

Administration of Medicines by the School

Medicines will only be administered by the school if accompanied by written parental consent. A form for this is available on the school website.

**All prescription medicines must be in the original container with the prescription label clearly visible.**

Non-prescription medicines must be in sealed packaging with the use by date clearly visible. As medicines can only be issued from sealed packages, **we are unable to hold bottles of non-prescription medication e.g. Calpol**. If you wish the school to hold a supply of these medications they need to be in single use sachet form.

Please note that medicines containing either ibuprofen or aspirin will not normally be administered to a child under 16, unless they have been prescribed by a doctor.

If you have any questions relating to this please contact the school.

Yours faithfully

Mrs R Plumb  
Administrative Assistant

Headteacher: Mr Damian Lee

Mayflower High School, Stock Road, Billericay CM12 0RT

T: 01277623171 F: 01277632256 E: educate@mayflowerhigh.essex.sch.uk

www.mayflowerhigh.essex.sch.uk