



**Haxey Church of England
Primary Academy**

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Executive Headteacher:

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Thursday 22 October 2026

First Aid and Medication Policy Update – November 2026

Dear families

We would like to inform you of an update to our First Aid and Medication Policy at Trust level, which will come into effect from **2 November 2026**. We have included key excerpts below for your information.

Excerpts from Policy

Short Term Prescriptions

“Most antibiotic medication will not need to be administered during school hours. Twice daily doses should be given in the morning before school and in the evening. Three times a day doses can normally be given in the morning before school, immediately after school (provided this is possible) and at bedtime.

It should normally only be necessary to give antibiotics in the school if the dose needs to be given four times a day, in which case a dose is needed at lunchtime.

Parent(s) must complete the Consent Form and confirm that the pupil is not known to be allergic to the antibiotic. The antibiotic should be brought into the school in the morning and taken home again after school each day by the parent. Whenever possible the first dose of the course, and ideally the second dose, should be administered by the parent(s).

All antibiotics must be clearly labelled with the pupil’s name, the name of the medication, the dose and the date of dispensing. In the school the antibiotics should be stored in a secure cupboard or where necessary in a refrigerator. Many of the liquid antibiotics need to be stored in a refrigerator – if so, this will be stated on the label.

Some antibiotics must be taken at a specific time in relation to food. Again this will be written on the label, and the instructions on the label must be carefully followed. Tablets or capsules must be given with a glass of water. The dose of a liquid antibiotic must be carefully measured in an appropriate medicine spoon, medicine pot or oral medicines syringe provided by the parent.”

Analgesics (Painkillers)

"For pupils who regularly need analgesia (e.g. for migraine). The school does not keep stock supplies of analgesics e.g. paracetamol (in soluble form) for administration to any pupil. Parents may come into school to administer analgesics but the school will not be in a position to administer to any pupil under any circumstances."

If you have any questions about this update or would like to discuss your child's individual medical needs, please do not hesitate to get in touch. We are always happy to help and support our families.

Thank you for your understanding and continued support.

Kind regards



Mr D Callaghan
Executive Headteacher