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gresfordallsaints.co.uk

Pennaeth / Headteacher – Mr Richard Hatwood

Thursday 16th July 2026

Re: Medication in School – September 2026

Dear Parents and Carers,

As we prepare for the new academic year, we would like to update you on our arrangements for the administration of medication in school, which will take effect from when we return in September 2026.

At All Saints' School, the health, safety and wellbeing of every child is extremely important to us. We recognise that some pupils require medication during the school day, and we are committed to supporting children with medical needs in accordance with our Managing Medication and Healthcare Needs Policy and Welsh Government guidance.

Prescribed Medication

Where a child has been prescribed medication by a doctor or other appropriately qualified healthcare professional, and it is essential that the medication is administered during the school day, members of staff will continue to administer this medication.

Before any prescribed medication can be administered, parents and carers must complete the school's Medication Consent Form. These forms are available from the Main Office or can be downloaded from the Virtual Office section of the school website.

All medication must:

- be provided in its original pharmacy-labelled container;
- clearly display the child's name, dosage and administration instructions; and
- be handed directly to a member of staff.



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Routine Medication

From September 2026, parents and carers will be expected to attend school to administer any routine medication that is not prescribed or does not need to be administered by school staff during the school day.

This change reflects Welsh Government guidance, which makes clear that schools should support pupils with medical needs where appropriate but are not expected to administer routine or non-essential medication. By adopting this approach, we can ensure that medication is administered safely, reduce the risk of errors, and enable our staff to remain focused on teaching, learning and supporting all pupils throughout the school day.

Wherever possible, we encourage parents and carers to speak with their GP or pharmacist to see whether prescribed medication can be administered outside school hours.

Individual Medical Needs

We appreciate that some children have long-term or complex medical conditions requiring additional support. If you believe your child has exceptional circumstances or requires an Individual Healthcare Plan, please contact the school, via the main school office, so that we can discuss their needs and ensure appropriate arrangements are in place.

Should you have any questions, please do not hesitate to contact the school office.

Yours sincerely,

Mr Richard Hatwood
Pennaeth – Headteacher



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