



Oakham Primary School

Darby's Hill Road, Tividale, Oldbury, West Midlands, B69 1SG

Head Teacher: Mr N.Skett

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Friday 17th April 2026

Dear Parents & Carers,

Medicines in School

I am writing to update you on our reviewed 'Supporting Pupils with Medical Needs' policy and how this will change our approach to administering medicines in school time. These changes will come into effect on **Monday 20th April 2026**.

If medication is prescribed by a doctor that is required to be **administered four times a day**, it will continue to be managed by specific members of the school staff.

All prescription medicine that is to be taken **three times a day will need to be administered by families out of school time**. These could be done before school, after school and before the child's bedtime.

For specific medical needs, children with healthcare plans and in exceptional circumstances, such as post-surgery, broken bones or long-term medical conditions, we will continue to work with families to facilitate administration of prescribed medicine and pain relief.

This medication will be administered between noon-1:10pm with another member of staff present. During residential, school staff will administer medication, but this will need to be discussed and agreed with the trip or residential lead member of staff, prior to the visit.

As we **will not** be able to facilitate administering of medication at other or additional times during the school day, an adult family member is more than welcome to visit school to do this.

Please be aware that there is no legal duty which requires school staff to administer medicine; this is a voluntary role and is done on a good-will basis.

Further details and information are available in the revised school policy which is [available here](#)

Thank you for your understanding and co-operation with this matter.

Mr N.Skett

Head Teacher

