

February 2026

Administering Medication

Dear families,

We understand that students may sometimes require medication to be administered in school. If your child needs medication for a short period of time, please ensure the following:

- The medication should be in date and clearly labelled in the original container as prescribed by the pharmacist, and have clear instructions for administration, dosage and storage.
- A Medication Agreement and Checklist is completed and signed. This can be done via the admin team in the academy office when the medication is brought in.
- Students must not bring medication in their bags- it must be handed in at the office by a parent/ carer.

If medication is required long- term, it may be necessary to create a Health Care Plan. In these circumstances school may request information from relevant healthcare professionals to support the creation of a Health Care Plan.

Unfortunately, medication cannot be stored in school on a long-term basis unless it is prescribed medication or there is a Health Care Plan in place. Non – prescribed medication that is required for a short-term illness e.g. paracetamol, can be left in the academy for a period of up to five days.

Where there is a requirement to administer medication multiple times in one day (e.g. paracetamol or antibiotics), we ask that the first dose is issued at home. School can then administer a second dose at lunch time.

If you have any queries, please contact the academy office.

Many thanks for your continued support

Mrs L Payton

Acting Head of School

