



HOLY TRINITY CHURCH OF ENGLAND ACADEMY

# ***Administration of Medication Policy***

Date of issue:	May 2025
Review Date	May 2026
To be reviewed	Headteacher, Staff and Governors
Authorised by	Headteacher and Governors

1. Holy Trinity Church of England Academy aims to ensure that young people with medical needs receive proper care and support at the academy. The Headteacher will accept responsibility in principle for the academy staff to give or supervise a pupil taking prescribed medication during the day, where those members of staff have volunteered to do so.
2. Only prescribed medication (that needs to be given four times daily) will be accepted in Holy Trinity Church of England Academy. Medication will not be accepted without complete written and signed instructions from parents/carers and evidence from the prescribing health professional.
3. Only reasonable quantities of medication should be supplied to the Holy Trinity Church of England Academy by a responsible person (no more than one week's supply).
4. Liquid medicine should be accompanied by a 5ml medicine spoon or oral syringe.
5. Each item of medication must be delivered in its original dispensed container and handed directly to the Office staff from 8am.
6. Prescribed medication **must** be clearly labelled with the following information:
  - Child's name
  - Name of medication
  - Dosage
  - Frequency of dosage
  - Date of dispensing
  - Storage requirements (if important)
  - Expiry date (if available)
7. Holy Trinity Church of England Academy will not accept items of medication which are in unlabelled containers or not in their original container.
8. Unless otherwise indicated all medication to be administered in Holy Trinity Church of England Academy will be kept securely in a fridge in the long cupboard in the school office.
9. When administering medicines, two members of staff will always supervise a child. There will be a clear record, which will then be countersigned by two members of staff.
10. It is the responsibility of parents/carers to notify Holy Trinity Church of England Academy if there is a change to medication, a change in dosage requirements, or a discontinuation of a pupils need for medication.
11. Staff who volunteer to assist in the administration of invasive medication will receive appropriate training/guidance through arrangements made with the Registered School Health Service. The Public Health School Nurses can only train in some medication but will point the school in the right direction to get the training required quickly.

12. Parents need to give school good notice to ensure they have trained staff in place, e.g. they cannot turn up with an EpiPen in the morning and expect school staff to administer it without appropriate training. This may mean that a child needs to be kept out of school until staff have received the appropriate training. This doesn't happen often but more than we would like.
13. Holy Trinity Church of England Academy will make every effort to continue the administration of medication to a pupil whilst on activities away from the school premises; even if additional arrangements may be required. Separate, formally agreed arrangements are acceptable on educational visits that involve over the counter medication, i.e. Piridon for allergies and travel sickness medication. This only applies to residential trips involving an overnight stay. In this case medication should be handed into the member of the Holy Trinity Church of England Academy's teaching team who is accompanying the child on the visit or the school's First Aid Officer, Mrs Caroline Hillier.

This Policy links with:  
SEND policy

Graham Shore  
Headteacher

Steven Colby  
Safeguarding and SEND Governor

Caroline Hillier  
First Aid