Leigh Academy Tonbridge
Brook St,
Tonbridge, Kent TN9 2PH
t: 01732 500600
info@tonbridge.latrust.org.uk
w: leighacademytonbridge.org.uk
Principal: Michael Crow

Academy Tonbridge Administering Medication in School Policy 2026-2027

Written by	Sophie Waight - SENCO
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1. Introduction

This policy outlines the procedures for administering medication to students at Leigh Academy Tonbridge. It is designed to ensure the health and safety of all students by providing clear guidelines for staff, parents, and students regarding medication.

2. General Principles

- Medication will only be administered to students with known medical conditions with the explicit written permission of their parent or carer.
- Medication will only be administered in school when it would be detrimental to a child's health or school attendance not to do so.
- The school will not accept or administer any prescribed medication that is not in its original container with the pharmacy label intact, clearly stating the student's name, medication name, dosage, and administration instructions.

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(IHCP). The school will maintain a backup supply of emergency medication in an accessible location.

- If a student refuses to take medicine or carry out a procedure specified in an IHCP, staff should not force them to do so but must inform a parent or carer.
- Staff members are not required to administer medication, but those who volunteer will receive appropriate training.
- For common, minor ailments such as headaches, period pain, or mild aches, the school will not administer over-the-counter medication. Parents and carers are responsible for providing their child with a single, pre-packaged dose of appropriate medication (as outlined in section 5) for self-management.
- If a student presents with pain-related symptoms that are severe or persistent, a parent or carer will be contacted to collect their child or to discuss further medical assistance. Staff will not provide medication as a first response to these symptoms.

3. Roles and Responsibilities

Parents/Carers

- Parents and carers must inform the school of any medical conditions or allergies their child has and complete an IHCP.
- For medications that are stored in school, parents and carers must also complete and sign a Parental Consent for Administration of Medication form for each medication and each academic year. Electronic versions will be accepted provided it is sent from the parent's or carer's email address that is listed on BromCom.
- Parents and carers are responsible for providing the school with the correct medication in its original, labeled container.
- They must inform the school of any changes in their child's health or medication.

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only exception to this is the administration of life-saving, emergency medication (adrenaline pens or asthma pumps).

- Staff must follow the instructions on the pharmacy label and the parental consent form precisely.
- All medication administered will be recorded on the student's Administration of Medication Record. This log will include the date, time, dosage, and initials of the administering staff member.
- Staff will ensure medication is stored securely in a locked cabinet, refrigerator, or other designated area.
- Emergency medicines and devices (asthma inhalers, blood glucose testing meters, and adrenaline pens) will be stored in the school office and not locked away so that they are immediately accessible to students.
- Students will be informed of the location of their medicines that are kept on site.
- Staff will inform parents or carers if a student has taken emergency medication.

Students

- Students are responsible for reporting to the designated staff member at the scheduled time to receive their medication.
- Students carrying their own medication must use it responsibly and not share it with other students.
- Any student found misusing or distributing medication will face disciplinary action.

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4. Procedure for Administering Medication

- **Receipt of Medication:** The parent/carer will hand the medication directly to the designated staff member. The staff member will check that the medication is in its original container with the correct pharmacy label.
- **Documentation:** The staff member will ensure that the parental consent form is completed.
- **Storage:** The medication will be stored in a secure, locked location unless it is considered emergency medication, in which case it will be kept in the school office so it is immediately available to students.
- **Administration:** At the scheduled time, the designated staff member will administer the correct dosage. They will record the administration in the Medication Administration Record.
- **Disposal:** At the end of the school year or when the medication is no longer needed, parents and carers must collect the remaining medication. Any uncollected or expired medication will be disposed of safely.

5. Self-Administered Over-the-Counter Medication

- **Responsibility:** Parents are responsible for providing over-the-counter medication, such as pain relief (e.g., paracetamol, ibuprofen) or antihistamines, for their child if needed. This should be administered before coming to school, wherever possible.
- **Single Dose Policy:** Students are permitted to carry a single, pre-packaged dose of over-the-counter medication for self-administration. This dose must be in its original blister pack or a sealed, labeled container provided by the parent.

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- **No Sharing:** Students must not share this medication with anyone else. Any student found sharing or providing medication to another student will face disciplinary action.
- **Reporting:** The school encourages students to inform a staff member before taking self-administered medication, so the school is aware of the student's well-being.