



Hayle Academy

11th November 2025

Dear Parents/Carers,

Administering Medication

Occasionally, you may wish for school to administer medicine to your child. In order for us to do this, please complete the consent form (FORM 1) which authorises school to administer the medicine and also do note the following important points:

- All medicines must be clearly labelled and handed in to reception for collection by our first aid team.
- Authorisation forms will also be held at reception for you to complete when handing in medicines. Without this consent form being completed, we will unfortunately not be able to administer medications.

Please be aware that medicines should only be taken in school when essential. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

A consent form will also need to be completed for authorisation to administer over the counter medicines such as paracetamol or hay fever medication. The school is not able to provide over the counter medicine; this must be provided by yourself as parent/carer and will be stored safely in school for your child only.

This authorisation will then last for the year but you will need a new consent form at the start of each academic year. If you completed a form in the last academic year and we are still holding the medication, please could you complete and return another Medical Form 1 to us at your earliest convenience. If you require a hardcopy, please call into school to collect one, or ask your child to collect one from reception. If you have already done so, please disregard this request.

Please note that these medications will not be administered before 12 midday to ensure the timings of any medications already given are safe to administer.

Please also do note that students are not permitted to carry any medications in their school bag (other than a prescribed EpiPen or asthma inhaler – see below); this is outlined in our banned items list (please refer to our behaviour policy). This is to ensure the health and safety of all students as part of our duty of care to all students. All medicine, including over the counter medicines such as

paracetamol and ibuprofen, must be handed into the school for administration with a completed consent form.

If you have any queries regarding any of the above, please do not hesitate to contact us on enquiries@hayle.tpacademytrust.org

Kind regards,

Connie O'Brien
Administrator

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