



RUSHDEN  
PRIMARY ACADEMY

# Medicines Policy

Updated: September 2023

Review: September 2024

# Medicine Administration

## Prescribed Medication

All Staff are permitted to give prescribed medicines to pupils with online consent from parents/carers providing:

- The prescribed medicines are clearly labelled with the child's name, expiry date, dosage frequency and quantity.
- The dosage frequency is four or more doses per day. The only exception to this will be where a child attends both breakfast and afterschool club, and the prescription is for three or more doses per day.

## Non prescribed Medication

Non-prescription medication will not normally be administered by the Academy.

Non-prescription medication will only be administered where the Academy has written parental consent.

## Online short-term medication forms

Parents are required to complete the online 'short term medication form' prior to handing in medicines to the school office. Medicines will not be accepted, until an online form has been received. The dosage and name on the form must match that on the prescription.

## Online long-term medication form

Parents are required to complete the online 'long term medication form' prior to handing in medicines (inhalers/epi-pens) to the school office. Medicines will not be accepted, until an online form has been received. The dosage and name on the form must match that on the prescription.

## Epi-pens

It is RPA's policy that two Epi-pens must be provided. One will be located in the child's class and the other in the first aid room near the dining hall.

## Responsibility.

While RPA will make every effort to check expiry date on medicines regularly and, when noted, inform parents/carers that end of use date are nearing, it is the parents/carers responsibility to ensure medicines held by RPA are replaced before they expire.