



RUSHDEN PRIMARY ACADEMY

Medicines Policy

Review Process

Updated: November 2025

Review: September 2026

Medicine Administration

Tracking the Administration of Medication

RPA use Medical Tracker to record all medication administered and to report any first aid that has been given throughout the school day. There are options for notifications to be sent home to parents and all staff are trained in knowing how to do this. For head bumps and more severe first aid concerns, parents will be phoned in the first instance as well as being notified via Medical Tracker.

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. However, some non-prescription medication can be administered when the Academy has written parental consent.

Online short-term medication forms

Parents are required to complete the online 'Short- and Long-Term Medication Form' prior to handing in medicines to the school office. Short term includes antibiotics and long term could include inhalers or epi-pens.

<https://forms.office.com/Pages/ResponsePage.aspx?id=WnSRoNi3ek2yphNZBT1FENs21nOA29RMkEfiXt4gSRZUOFo0S0RTNDExUEFFM1NUWjkyTUREOU1QRi4u>

Medicines will not be accepted, until an online form has been received.

Please note: 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 in the child's class and the other in the first aid room near the dining hall.

Administering Medication

All staff are permitted to give prescribed medicines to pupils with online consent, if there is a witness present to clarify the medicine has been administered to the instructions on the medicine box.

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.