



RUSHDEN PRIMARY ACADEMY



Medicines Policy

Review Process

Updated: September 2026

Review: September 2027

Medicine Administration

1. Statement of Intent

Rushden Primary Academy is committed to supporting pupils with medical needs and ensuring that they can access education safely and fully.

The Academy will make reasonable arrangements to support pupils with both short-term and long-term medical conditions. We will work closely with parents, carers, healthcare professionals and relevant external agencies to ensure that appropriate support is in place.

This policy should be read alongside the Academy's Allergy and Anaphylaxis Policy and any Individual Healthcare Plans (IHPs) that are in place for pupils.

2. Roles and Responsibilities

The Academy will:

- Ensure appropriate arrangements are in place to support pupils with medical needs.
- Maintain records of all medication administered.
- Ensure emergency medication is readily accessible when required.
- Provide training for staff where specific medical needs require it.
- Work with parents and healthcare professionals to develop Individual Healthcare Plans where necessary.

Parents and carers are responsible for:

- Providing accurate and up-to-date medical information.
- Completing the Academy's medication consent form.
- Ensuring medicines are supplied in their original packaging and are clearly labelled.
- Replacing medicines before their expiry date.
- Informing the Academy immediately of any changes to medical needs or dosage instructions.

3. Prescribed Medication

The Academy will only administer prescription medicines where:

- Written parental consent has been provided. [Rushden Primary Academy - Forms](#)
- The medicine is in its original container.
- The dispensing label clearly states:
 - the child's name;
 - the medicine name;
 - dosage;
 - method of administration;
 - frequency of administration; and
 - expiry date.

Prescription medicines will normally only be administered where it is necessary for the medicine to be taken during the school day.

4. Non-Prescription Medication

The Academy does not routinely administer non-prescription medication.

In exceptional circumstances, and where it is in the best interests of the child, the Principal may agree to the administration of non-prescription medication subject to written parental consent and appropriate safeguards.

5. Consent

Parents must complete the Academy's online medication form before any medication can be accepted by the school. [Rushden Primary Academy - Forms](#)

Medication will not be administered without appropriate parental consent, except in emergency situations where immediate action is required to safeguard a pupil's health.

6. Administration of Medicines

Medication will only be administered by members of staff who have been authorised to do so.

Where practical, a second adult will witness the administration of medication.

Staff administering medication will:

- check the child's identity;
- check the medication and dosage;
- check the expiry date;
- record the administration on Medical Tracker.

Any concerns regarding medication administration will be referred immediately to a senior member of staff and parents will be informed.

7. Recording and Communication

Rushden Primary Academy uses Medical Tracker to record:

- medication administered;
- first aid incidents;
- accidents and injuries.

Records will include:

- the date and time;
- the medication given;
- dosage administered;
- name of the member of staff administering the medication.

Parents may receive notifications through Medical Tracker. For more serious injuries, including head injuries, parents will be contacted directly by telephone in addition to any electronic notification.

8. Emergency Medication

Emergency medication, including inhalers, adrenaline auto-injectors and other medicines identified within a pupil's healthcare plan, will be readily accessible at all times.

Staff will receive appropriate training where a pupil has a medical condition requiring specific intervention or emergency response procedures.

The Academy maintains a separate Allergy and Anaphylaxis Policy which details arrangements for managing severe allergies and the use of adrenaline auto-injectors.

9. Individual Healthcare Plans

Where a pupil has a long-term medical condition, an Individual Healthcare Plan (IHP) may be developed in collaboration with parents, healthcare professionals and Academy staff.

Healthcare plans may include:

- details of the medical condition;
- medication requirements;
- emergency procedures;
- staff training requirements;
- arrangements for school visits and extracurricular activities.

10. Storage of Medication

All medication will be stored securely in accordance with manufacturer instructions.
Medicines requiring refrigeration will be stored in a designated medical refrigerator.
Emergency medication will remain quickly accessible to staff at all times.

11. Educational Visits and Off-Site Activities

The Academy will take reasonable steps to ensure that pupils with medical conditions can participate fully in educational visits, sporting activities and other school events.
Appropriate risk assessments and arrangements for medication will be put in place prior to the activity.

12. Expiry and Disposal of Medicines

Parents are responsible for ensuring that medication held in school remains in date.
Whilst the Academy will endeavour to monitor expiry dates and remind parents when medicines are nearing expiry, responsibility remains with parents and carers to provide replacement medication.
Any medication that has expired or is no longer required should be collected by parents.

13. Monitoring and Review

This policy will be reviewed annually or sooner if legislation, statutory guidance or operational practice changes.