

ADMINISTRATION OF MEDICATION POLICY

Where education is more than what you
know, it's who you can become...

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| Approved By | Hujjat School Trust Board |
| Date | February 2025 |
| Owner | HPS SLT |
| Review By | February 2026 |



**HUJJAT
PRIMARY
SCHOOL**

VISION

To be an outstanding, happy and inclusive school that cultivates our relationship with God through the conduct and teachings of Prophet Muhammad (Peace be upon him). A place where children can indulge their intellectual curiosity, develop a love for learning, and build the foundations to become ethical, responsible and inspirational members of society.

MISSION

- We will facilitate the well-being and growth of every child's mind, body and character through:
- Nurturing children within a safe and caring learning environment to realise their full potential;
- Providing a broad, balanced, vibrant and inclusive core curriculum that fosters curiosity and outstanding academic achievement;
- Facilitating experiential teaching, enrichment activities that are a feast for the senses, and focused time on health, hygiene and nutrition;
- Fostering learners who are able to think, question and reflect independently;
- Developing confident, respectful and effective communicators who can express themselves and make informed choices;
- Encouraging positive relationships;
- Listening deeply and accepting every child as a gift from God.

This is accomplished through a values curriculum in accordance with the Islamic philosophy of education. Individuals are encouraged to reflect on the qualities of God and develop the virtues of good character as embodied by Prophet Muhammad (Peace be upon him), thus enabling our pupils to apply their knowledge and turn it into action for the benefit of our school and the wider community.

VALUES

- Integrity
- Respect
- Compassion
- Excellence
- Service
- Gratitude

ADMINISTRATION OF MEDICATION

There is no legal duty that requires schools to administer medicines, however we have a duty to make arrangements to support pupils with medical conditions. We propose to administer, after appropriate training, prescription medication to assist children with medical needs.

Occasionally, Parents/Carers request that the school should dispense medicines which need to be administered at regular intervals to children. These requests fall into two categories:

- Children who require emergency medication on a long-term basis because of the chronic nature of their illness e.g., asthma or epilepsy;
- Children who are suffering from casual ailments e.g., coughs or colds.

Parents/Carers are responsible for the administration of medicine to their children and if a child needs a dose of unprescribed medicine at lunchtime, the child should return home for this or the Parent/Carer should come to school to administer the medicine. For casual ailments it is often possible for doses of medication to be given outside of school hours by Parents/Carers. The school does not administer non-prescribed medicine for casual ailments. As per our Medication Policy.

If it is unavoidable that a child has to take prescribed medicine in school for treatment for illnesses to be effective then each individual case will be considered.

For this to occur:

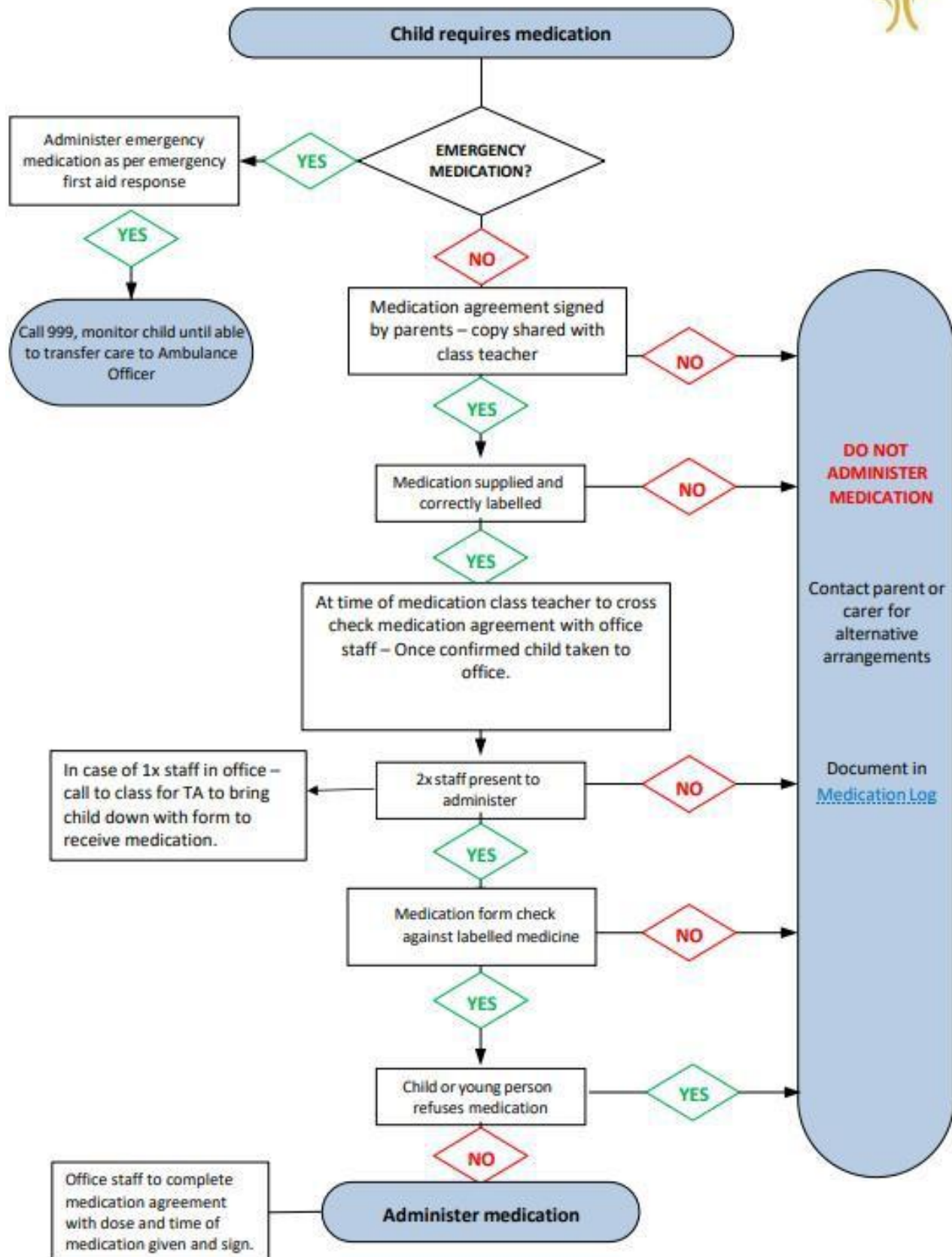
1. Parents/Carers must complete a *Parental agreement for setting to administer medicine*, giving authorisation for medicines to be administered to their children. This needs to include instructions regarding the quantity and frequency of the administration (forms are available);
2. The medicines must be brought into school in a properly labelled container which states the name of the medicines; the dosage and the time of administration;
3. Where possible, the medicine should be self - administered under the supervision of an adult. Medicines will be kept in a secure cool place in accordance with safety requirements.

Where a long-term need for emergency medication exists, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance. Staff may need specific training. Detailed written instructions should be sent to the school and the Parents/Carers should liaise with the Class Teacher, designated person for First Aid and the Headteacher.

When administering medicines staff must:

- Ensure they wear protective clothing if necessary;
- Ensure they complete an 'individual child administering medicines record' after each dose;
- Ensure medication is kept in the medical fridge or appropriate location after each dose;
- No dosage or administering instructions can be accepted from the parent/carers. They must be from the prescriber.
- Procedure for administering medicine below.

Medication administration



Procedures for administering medicine during residential trips:

1. Parents wishing staff to administer medicines during residential trips must put request in writing prior to trip departure.
2. Requests will be considered by a member of SLT, and staff accompanying children on the trip will be asked to volunteer to administer medicines.
3. Once a member of staff has agreed to administer medicines, parents or carers can bring the medication to school. This should not be done on the day of departure for the trip but should be done in advance when possible. Staff administering medicines must complete an initial 'administering medication check' form before giving any medication and verify:
 - a. Name of child on medication;
 - b. Name of medicine;
 - c. Dosage is specified;
 - d. Written instructions provided by prescriber;
 - e. Expiry date;
 - f. Number/amount of medication provided;
 - g. All medicines must be kept in secure, locked containers throughout the duration of the trip;
 - h. One identified person is responsible for administering each child's medicines on the trip;
 - i. Ensure they wear protective clothing if necessary;
 - j. Ensure a member of staff witnesses them administering the medication;
 - k. Ensure they complete an 'individual child administering medicines record' after each dose;
 - l. Ensure medication is stored safely after each dose;
 - m. At the end of the trip all medicines must be returned to parents