



Darul Madinah will nurture our learners into model citizens that exemplify the Inherent values of Islam make a positive contribution to the community and are champions of their faith.

Medication Policy

This policy is in line with the Mission Statement of the School

Document Control

This policy has been approved for operation within Darul Madinah Primary School

Date of last review: August 2026

Date of next review: August 2027

Review period: Annually

Policy Status: Statutory

Owner: Directors

Medication Policy

1. Policy Statement

Darul Madinah recognises its duty to safeguard children by ensuring medicines are managed safely, responsibly and in line with the Statutory Framework for the Early Years Foundation Stage (EYFS 2024), Independent School Standards, and local health guidance. While our policy is to care for children who are well enough to attend school or nursery, there may be occasions where prescribed medication must be administered during the day to maintain a child's health or support their recovery from an illness or medical condition.

We do not accept or administer any non-prescribed medication (including Calpol, Nurofen, teething powders or over-the-counter remedies). Only medication prescribed by a GP, specialist or other authorised health professional will be administered.

The aim of this policy is to ensure that medication is stored securely, administered correctly, recorded accurately, and managed in a way that protects children, staff and the wider Darul Madinah community.

2. Roles and Responsibilities

The **Medication Lead for both sites (Chalvey Nursery + School and Bath Road Nursery)** is:

Sofia Nasir – Headteacher & Nursery Manager

The Medication Lead is responsible for ensuring safe systems for receiving medicines, storing them, administering them, maintaining records, and ensuring staff follow procedures consistently. In her absence, a senior member of staff may oversee medication, but only under her direction and with her approval.

3. General Rules

Darul Madinah follows strict and consistent principles in relation to medicines:

- Children must be **well enough to attend** before medication will be administered.
- Only **prescribed medicine** will be given, and only if it would be detrimental to the child's health not to receive the dose during the school or nursery day.
- Medication must be in the **original container**, with a **pharmacy label**, the child's name, dosage instructions, date, and expiry date.
- Parents must complete a **Medication Consent Form** for every medicine.
- No medication will be administered without fully completed consent.
- We strongly advise parents not to send a child on their first 48 hours of a new medication in case of adverse reactions.
- All medication must be handed directly to the Medication Lead and never left in a child's bag or handed to general staff.

4. Receiving Medication

When a parent brings prescribed medication:

1. The Medication Lead checks the label, expiry date, name and instructions.
2. The parent completes the **Medication Consent Form**.
3. The Medication Lead signs to confirm acceptance of the medicine.
4. The parent is reminded that only the prescribed dose can be given.

No medication can be accepted without the above steps being completed.

5. Storage of Medication

Medication is stored securely according to product requirements:

- All medicines are kept in a **locked medication cupboard** or in a **sealed box in the fridge**, depending on storage instructions.
- Medicines are never left in classrooms, children's bags, or on open shelves.
- Emergency medicines (e.g., inhalers or EpiPens) are stored safely in the medication cupboard, easily accessible to trained staff, and labelled clearly.
- Darul Madinah **does not use medical hip bags** on either site.
- Expiry dates are checked regularly and returned to parents when out-of-date.

Parents must collect medicine at the end of the day unless it is long-term medication (e.g. inhalers, EpiPen, allergy medication).

6. Administering Medication

The Medication Lead is responsible for administering medicine, ensuring accuracy and safety.

When administering medicine:

1. The label is checked carefully every time.
2. The dose is measured exactly as prescribed.
3. The child is calmly supported to take the medicine.
4. The administration is logged immediately on the Medication Record Form.
5. The parent signs the form at collection.

Two members of staff must be present for rectal medication, although this is extremely rare.

Children must never self-administer medication.

Children with asthma may understand when they need their inhaler, but staff must still administer and supervise usage.

7. Long-Term Medical Conditions

Some children may require long-term medication (for example: asthma, allergies, epilepsy). In such cases:

- A **risk assessment** is completed by the Medication Lead with the parent.
- The child's condition, triggers, medication, and emergency procedures are documented.
- Relevant staff receive training where required.
- This information is reviewed annually or sooner if the child's needs change.
- Staff remain vigilant during PE, outdoor play, trips, prayer time and lunch sessions.

No separate medical conditions appendix is used; information is incorporated into general risk assessments as requested.

8. Medication During Trips and Outings

When children attend trips:

- Medication is taken in a **sealed labelled box** with the consent form inside.
- A trained member of staff who knows the child accompanies the group.
- Medication is carried securely by staff, not by the child.
- Food is not eaten on vehicles as a safety precaution.
- Administration is recorded upon return.

9. Emergency Procedures

If a child requires urgent medical attention:

- Staff follow the instructions on the medication label and in the child's risk assessment.
- Parents are contacted immediately.
- If the child must go to hospital, medicine is sent in a labelled box with a copy of the consent form.
- A staff member accompanies the child until the parent arrives (EYFS requirement).

10. Recording and Record Retention

All medication administered is recorded, including:

- Child's name
- Medication name
- Dose given
- Time administered
- Staff signature
- Parent signature on collection

Medication records are stored securely and retained in line with the Darul Madinah Records Retention Schedule.

11. Non-Prescription Medication

Darul Madinah **does not administer any non-prescribed medicines**. This includes:

- Calpol
- Nurofen
- Teething powders or gels
- Cough syrups
- Herbal or homeopathic remedies

If a child becomes unwell, the parent must collect the child and may administer medication at home.

This ensures consistency, compliance with EYFS 2024, and avoids masking symptoms of contagious illness.

12. Policy Review

This policy will be reviewed annually or sooner if there are updates in:

- EYFS legislation
- Independent School Standards
- Health and safety regulations
- NHS or local health authority guidance