



# OUR MEDICATION *Policy*



**BANBURY  
MADNI MASJID**

**ABU HASSAN HANIF**

SAFE GUARDING LEAD



**BANBURY  
MAKKAH MASJID**

**BASHARAT HUSSAIN**

JOINT DEPUTY



**YASMIN KADUJI**

ADMIN



**BANBURY  
AL'AQSA SPIRITUAL CENTRE**

**HAJI JAVID MALIK**

DEPUTY LEAD

Contact No: **01295 276662**

Email: [Banburymosque@yahoo.com](mailto:Banburymosque@yahoo.com)

Merton St, Banbury OX164RX, United Kingdom





# MEDICATION POLICY

## Introduction

Banbury Madni Masjid is committed to the safe management of medication to protect the health, wellbeing, and safeguarding of all children, young people, adults, staff, volunteers, and visitors.

## Purpose

This policy aims to:

- Promote safe medication management.
- Protect children and vulnerable adults.
- Ensure legal and safeguarding compliance.
- Define clear responsibilities.
- Reduce medication-related risks.

## Scope

This policy aims to:

- Trustees
- Staff
- Volunteers
- Teachers
- Parents/Guardians
- Students
- Visitors



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# MEDICATION POLICY

## Scope

- Contractors

## Roles and Responsibilities

### Trustees & Management

- Approve and monitor this policy.
- Ensure suitable procedures and training.

### Staff & Volunteers

- Follow medication procedures.
- Keep accurate records.
- Report concerns immediately.

### Parents/Guardians

- Provide written consent where required.
- Supply medication in original packaging.
- Ensure medication is in date.

### Individuals

- Follow prescribed instructions.
- Inform staff of relevant medical needs.





# MEDICATION POLICY

## Medication Principles

- Administer medication only when necessary.
- Obtain written consent for children where appropriate.
- Use medication in its original labelled container.
- Never use expired medication.
- Maintain confidentiality at all times.

## Storage of Medication

- Store medication securely.
- Restrict access to authorised persons.
- Keep emergency medication readily available.
- Store according to manufacturer instructions.
- Check expiry dates regularly.

## Administration of Medication

- Follow written instructions.
- Confirm the correct person, medication, dose, and time.
- Record all medication administered.
- Record any refusal or adverse reaction.
- Seek medical advice if concerns arise.



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# MEDICATION POLICY

## Emergency Medication

Emergency medication may include:

- Asthma inhalers
- Adrenaline auto-injectors (EpiPens)
- Diabetes medication

In an emergency:

- Administer medication where trained.
- Call 999 if required.
- Inform parents/guardians.
- Record the incident.

## Training

Relevant staff and volunteers should receive training in:

- Medication procedures
- Emergency medication
- First Aid
- Safeguarding
- Record keeping



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# MEDICATION POLICY

LAST UPDATED: JULY 2026

## Monitoring & Review

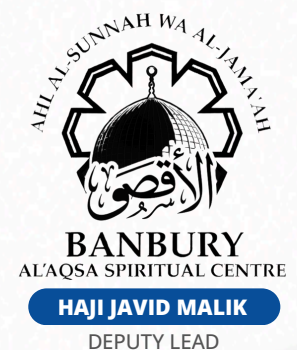
This policy will be:

- Reviewed annually.
- Reviewed after significant incidents.
- Updated following legal or operational changes.
- Approved by the Trustees.

## Contact Details

For more information on safeguarding at Banbury Madni Masjid or to report a concern, please contact:

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