

Administering Medication Procedure

If a child attending the Breakfast and/or After School Club requires prescription medication of any kind, their parent or carer must complete a **Request to Administer Medication** form in advance. Staff at the Club will not administer any medication without such prior written consent.

Ideally children should take their medication before arriving at the club. If this is not possible, children will be encouraged to take personal responsibility for their medication, if appropriate. If children carry their own medication (e.g. asthma inhalers) to the club, the Club staff will store the medication safe until it is required. Inhalers must be labelled with the child's name.

Staff can only administer medication that has been prescribed by a doctor or dentist. To ensure that this is the case all medication provided must have the prescription sticker attached which includes the child's name, the date, type of medication and the dosage.

A designated staff member will be responsible for administering medication or for witnessing self-administration by the child if appropriate. The designated person will record receipt of the medication on a **Medication Log**, will check that the medication is properly labelled, and will ensure that it is stored securely during the session.

Before any medication is given, the designated person will:

- Check the club has received written consent
- Ask another member of staff to witness that the correct dosage is given.

When the medication has been administered, the designated person must:

- Record all relevant details on the **Record of Medication Administered** form
- Ask the child's parent/carer to sign the form to acknowledge that the medication has been given.

When the medication is returned to the child's parent or carer, the designated person will record this on the **Medication Log**.

If a child refuses to take their medication, staff will not force them to do so. The manager and the child's parent or carer will be notified, and the incident recorded on the **Record of Medication Administered**.

Certain medications require specialist training before use. E.g. Epi Pens. If a child requires such medication the manager will arrange appropriate training as soon as possible. It may be necessary to absent the child until such training has been undertaken. Where specialist training is required, only appropriately trained staff may administer the medication.

A child's parent or carer must complete a new **Request to Administer Medication** form if there are any changes to a child's medication (including change of dosage or frequency).

If a child suffers from a long term medical condition the Club will ask the child's parents to provide a medical care plan from their doctor, to clarify exactly what the symptoms and treatment are so that the Club has a clear statement of the child's medical requirements.

This procedure was reviewed and adopted on:	Date: 23/10/2020
To be reviewed: Annually	Signed: Stewart Miller, Chair of Governors

