

Administering Medicine Policy

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Writer/reviewer of this policy: Dan Chapman, Managing Director

If a child attending our clubs requires medication of any kind, their parent or carer must complete a **Permission to administer medicine** form in advance. Staff will not administer any medication without such prior written consent.

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

Prescription medication

Staff will normally only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. If a medicine contains aspirin, we can only administer it if it has been prescribed by a doctor. All prescription medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage.

Non-prescription medication

If a child requires a non-prescription medication to be administered, we will consider this on a case-by-case basis after careful discussion with the parent or carer. We reserve the right to refuse to administer non-prescription medication.

Procedure for administering medication

A designated staff member will be responsible for administering medication or for witnessing self-administration by the child. 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.



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Before any medication is given, the designated person will:

- Check that the Club has received written consent
- Take steps to check when the last dosage was given
- 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 Given** form
- Ask the child's parent or 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 club manager and the child's parent or carer will be notified, and the incident recorded on the **Record of Medication Given**.

Changes to medication

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

Long-term conditions

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

