

## **ADMINISTERING MEDICATION**

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If a child attending Kids Club requires medication of any kind, their parent or carer must complete a Medication Form in advance. Staff will not administer any medication without such prior written consent. Please note that if the medication needs to be passed to school staff for administration during the school day, a separate (school) form is required.

Ideally children should take their medication before arriving at Kids 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 (eg asthma inhalers), staff will offer to keep the medication safe until it is required. Inhalers must be labelled with the child's name.

### **Prescription medication**

Kids Club 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. Non-prescription medicine does not require a GP prescription before Kids Club can administer.

### **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 the Medication Form, 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 that we have 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 Medication Form
- Ask the child's parent or carer to sign the form to acknowledge that the medication has been given.

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 Medication Form.

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## Specialist training

Certain medications require specialist training before use, eg 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.

## Changes to medication

A child's parent or carer must complete a new 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 we 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 we have a clear statement of the child's medical requirements.

This policy was adopted by: Stepping Stones Kids Club

Date: March 2023

To be reviewed: March 2024

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Health [3.45-3.47]