



## Administering Medicine Policy

**We will never administer medication unless we have received a prior written request from the parent/carer. This will include information regarding frequency, dosage, and potential side effects and any other information about the medication and will be recorded on a medication form.**

If medication is required, a designated staff member will be responsible for administering the medication or witnessing self-administration by the child concerned. The designated person will also be responsible for

- Checking prior consent is arranged.
- All relevant details are recorded on **permission to administer medication form**.
- The medication is properly labelled and stored in the appropriate way.
- Getting another member of staff to witness dosage.
- To ensure parent/carer signs permission form as they pick up child at end of session.

**The medication must be in its original container and have the child's name and dosage clearly visible.**

If at all possible, children who are prescribed medication should receive their dose at home. Should it be necessary for medication to be taken during sessions at the club, children should be encouraged to take personal responsibility for this. This will be discussed with parent/carer and agreed with them in advance on the consent form.

Where children carry their own medication (asthma pumps or insulin for example), the club recommends that staff hold on to the medicine until required, in order to minimise the risk of losing the medication and ensure the safety of all our children. **Inhalers should be clearly labelled with child's name.**

If a staff member needs training to administer medication, for example epipen, this will be discussed and achieved before the child is allowed to attend the club.

If any changes occur to any medication a new permission form must be filled out.