



Play in Ltd

Administering Medication Policy

If a child attending Play in Ltd requires prescription medication of any kind, their parent or carer must complete a **Permission to Administer Medicine** 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 (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.

Play in Ltd can only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist (or in some circumstances if the parent signs the medication form to administer Calpol or Allergy medication such as Piriton this does not need to be prescribed). However, if a medicine contains aspirin we can only administer it if it has been prescribed by a doctor. All medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage.

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

Before any medication is given, the designated person will:

- Check the Club has received written consent via a **Permission to Administer Medicine** form
- 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 and a **Medication Log**
- Ask the child's parent/carers to sign the form acknowledging that 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. The manager and the child's parent/carers will be notified and it will be recorded on the **Record of Medication Given**.

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 disallow the child to attend the club until such training has been undertaken. Where specialist training is required, only properly trained staff may administer the 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).

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 policy was adopted by: Play in Ltd	Date: Jan 2019
To be reviewed: Jan 2020	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Health [3.45-3.46]. Working Together to Safeguard Children 2018.*