



# 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.

### Prescription medication

Play in Ltd 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 Play in Ltd can administer.

### Procedure for administering medication

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 **Record of Medication Given** form, check that the medication is properly labelled, and ensure it is stored securely during the session. The medication will be stored, out of the reach of children and in a locked container. Considerations will need to be made with medications which need to be refrigerated and how this storage can be safely managed.

Before any medication is given, the designated person will:

- Check the Club has received written consent via a **Permission to Administer Medicine** form
- Take steps to check when the last dosage was given and any other medication that has been 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**
- Ask the child's parent/carer 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 **Record of Medication Given**.

If a child refuses to take their medication, staff will not force them to. The manager and the child's parent/carer will be notified and it will be recorded on the **Record of Medication Given**.

### 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 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).

### **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) and the **Medication Log** must be updated

### **Long term conditions**

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.

### **Allergies**

If a child requires medication due to an allergy, we will note the child's allergy on a **Daily Allergy List** and parents must fill in an **Allergy Management Plan**.

This policy was adopted by: Play in Ltd	Date: Sept 2022
To be reviewed: Sept 2023	Signed:

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