



Ecclesall Kids Club

5.4 Administering Medication Policy

If a child attending Ecclesall Kids Club requires medication of any kind, their parent or carer must complete the **Administration of Medication Record**, in advance. Unfortunately, staff at the Club will be unable to administer any medication without prior written consent. Due to this, all medication must be handed into the club, with the appropriate documentation, before the child is able to attend. Please be advised you will still be charged for your bookings, as it is parent's responsibility to make sure these actions are completed before attending.

Ideally children should take their medication before arriving at the Club. If children carry their own **"in date"** medication (e.g. asthma inhalers), the club staff will keep the medication safe until it is required. Inhalers must be labelled with the child's name.

The duty manager will record when the child self-medicates on the **Administration of Medication Record**.

Prescription Medicine

Ecclesall Kids Club will only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. If medicine contains aspirin we can only administer 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.

The duty manager will be responsible for administering medication or for witnessing self-administration by the child. The duty manager will check that the medication is properly labelled and will ensure that it is stored safely during the session.

Non-Prescription Medicine

If a child requires non-prescription medicine to be administered, we will consider this on a case-by-case basis. We reserve the right to not administer nonprescription medicines. Non-prescription medicines do not require a GP prescription.

Procedure for administering medication:

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

- Check that the club has received written consent on the **Administration of Medication Record**.
- Check when the last dosage was administered.
- Check the medication is properly labelled.
- Ask another member of staff to witness that the correct dosage is given

When the medication has been administered, the designated member of staff must:



- Record all relevant details on the **Administration of Medication Record**
- Ask the child's parents or carer to sign the form to acknowledge that the medication has been given on the **Administration of Medication Record**

When the medication is returned to the child's parent or carer, the duty manager will record this on the **Administration of Medication Record**.

If a child refuses to take their medication, the staff will not force them to do so. The child's parent or carer will be notified, and the incident recorded in the **Administration of Medication Record**.

Specialist Training

Certain medications require specialist training before use, e.g. Epi Pens. If a child requires such medication the setting managers, involving the business manager will arrange appropriate training as soon as possible. It may be necessary to withdraw the child's bookings, 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 an **Administration of Medication Record Form** if there are any changes to a child's medication (including change of dosage or frequency).

Long term medical condition

If a child suffers from a long term medical condition the club will ask the child's parents to provide a Care Plan from their doctor/ health professional, to clarify exactly what the symptoms and treatment are so that the club has a clear statement of the child's medical requirements and complete a **Care Management Form**. The Club may ask the parent/carer for permission to share a copy of the child's care plan from school. The club will ensure that all appropriate medications, medical records and administration of medical records are correctly completed and stored in line with GDPR and DPA requirements.

This policy was adopted by: <i>Ecclesall Kids Club</i>	Date: 4/1/17
Reviewed: 20/6/25	Signed: <i>Ecclesall Kids Club Committee</i>