



## Administering Medication

Medication will never be given without the prior written request of the parent/carer, which will include frequency, dosage, any potential side effects and any other pertinent information.

A member of staff will be assigned to administer medication or witness self administration for each individual child concerned. They will also be responsible for ensuring that:

- Prior consent is arranged.
- All necessary details are recorded on the **Medication Form**, which is then signed by the parent/ carer
- That the medication is properly labelled and safely stored during the session. It should be in its original container with the pharmaceutical label that includes the child's name, the date, the type of medicine and the dosage
- Another member of staff acts as a witness to ensure that the correct dosage is given.
- Parents/carers sign in the **Medication Form** to acknowledge that the medication has been given.

Wherever possible, children who are prescribed medication should receive their doses at home. If it is necessary for medication to be taken during sessions at the Club, children should be encouraged to take personal responsibility for this, where this is appropriate decided through risk assessment. Please note the club will only give recently prescribed medication.

If for any reason a child refuses to take their medication, staff will not attempt to force them to do so against their wishes. If and when such a situation occurs, the Manager and the child's parent/carer will be notified, and the incident recorded on the Medication Record.

Where children carry their own medication (asthma pumps or insulin for example), the Club recommends that staff hold onto the medication until it is required. This is to minimise possible loss of medication and to ensure the safety of other children. Inhalers should always be labelled with the child's name.

The club staff may require additional training for some medication for example an Epi Pen. The manager will ensure this training is given at the earliest opportunity. The safety of the child should be discussed with the parents / carers. If staff are not trained, it may be necessary for the child not to attend while training is sought in order to protect the child.

If a child needs medication requiring specialist knowledge or training only trained staff may administer the medication.

If there is any change in the type of medication – whether regarding dosage or other changes to the information given on the **Medication Form** – a new form must be completed.