



Administering Medication Policy

If a child attending Barton Kids Club requires medication of any kind, their parent or carer must complete a **Medication Consent and Record** form in advance. Staff at the Club will not administer any medication without such prior written consent.

Prescription medication

Barton Kids Club staff will 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 be in the original container, have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage.

Procedure for administering medication

The dosage, together with dates and times to administer medication will be specified by the parent/carer on the **Medication Consent and Record** form. A staff member will be designated as responsible for administering medication or for witnessing self-administration by the child. The designated person will ensure that it is stored securely during the session.

Before any medication is given, the designated person will:

- Check that the Club has received written consent
- 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 **Medication Consent and Record** form
- Ask the child's parent or carer to sign the form to acknowledge that the medication has been given.

Unused medicine will be returned to the parent/carer for disposal. When the medication is returned to the child's parent/carer, the designated person will record this on the **Medication Consent and Record** form.

If a child refuses to take their medication, staff will not force them to do so. The Play Leader and the child's parent/carer will be notified, and the incident recorded on the **Medication Consent and Record** form.

Specialist training

Certain medications require specialist training before use, e.g. Epi Pens. All our staff have received training in the use of Epi Pens as part of the 12 hour Paediatric First Aid training. If a child requires other medication for which specialist training is needed, the parent/carer must discuss training requirements with the manager in advance and make arrangements for the training to be provided. It may be necessary to absent the child until staff 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 a new **Medication Consent and Record** form if there are any changes to a child's medication (including change of dosage or frequency).

BARTON KIDS CLUB



Emergency medication

Paracetamol and antihistamine can be administered by staff in an emergency after speaking to a parent/carer and/or on the advice of paramedics. The staff member must complete a **Medication Consent and Record** form and inform the child's parent/carer.

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.

This policy was adopted by: Barton Kids Club	Date: January 2021
To be reviewed: 2022	Signed: Linda Hoenes, Manager