# A person and kids holding balloons  Description automatically generated with medium confidenceAdministering Medication Policy

In line with the EYFS 3.46 and 3.47, if a child attending Popsoc requires 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**

Popsoc staff will only administer medication that has been prescribed by a doctor, dentist or a nurse. 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. Medicines must be in their original container.

**Non-prescription Medication (also known as over the counter medicine)**

If any child is brought to the setting in a condition in which he/she may require medication

sometime during the day, a manager or team leader will decide if the child is fit to be left at Popsoc. Popsoc will only administer non-prescribed medication for a short initial period and only if necessary. It will be at the managers discretion as to whether or not the medication can be given and reviewed on a case-by-case basis. After this time parents / carers will be advised to seek medical advice.

The setting reserve their right to refuse to administer medication if they feel that the child does

not need the medication or deem further medical attention is required.

**Procedure for administering medication**

Only a senior staff member will be responsible for administering medication or for witnessing self-administration by the child. The designated senior person will record receipt of the medication on a **Medication Log**, will check that the medication is properly labelled, and will ensure that it is stored securely during the session. The parent/ carer will complete the relevant form to enable the setting to administer the

medication(s) required. The form will include;

o Child’s name, date of birth

o Name and strength of medication

o Dose

o Any additional requirements (such as to be taken with food)

o Expiry date whenever possible

o Dispensing date

 They will also check if any details have changed each day i.e. dosage. A new form will be done if there I a change to any details.

Before any medication is given, the designated person will:

* Check that the Club has received written consent, the written consent is only acceptable for the medication listed and cannot be used for similar
* Take steps to check when the last dosage was given
* Ask another member of staff to witness that the correct dosage is given.

When the medication has been administered, the designated senior person must:

* Record all relevant details on the **Record of** **Medication Given** form
* Ask the child’s parent or carer to sign the form to acknowledge that the medication has been given.

When the medication is returned to the child’s parent or carer, the designated person will update them as to the times and dosage given throughout the day. The parent/carer signature must be obtained confirming the handover of information and recorded on the **Medication Log**.

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

**Specialist training**

Certain medications require specialist training before use, eg Epi Pens, epilepsy medication. If a child requires such medication the manager will arrange appropriate training as soon as possible. It may be necessary to absent the child 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 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.

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| This policy was adopted by: Popsoc | Date: 04/09/2023 |
| To be reviewed: 04/07/2024 | Signed: K.Thomas |

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