

## Administering Medication Policy

### Aim:

In order to ensure the safety and wellbeing of all children we will endeavour to administer whatever medication required safely and correctly.

### Procedure:

- If a child attending **Venture Kids** 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 have their medication before arriving at the Club
- Inhalers must be labelled with the child's name.
- **Venture Kids** can only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. However, if a medicine contains aspirin we can only administer it if it has been prescribed by a doctor.
- All medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage.
- A designated staff member will be responsible for administering medication.
- The designated 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.
- Staff will notify parents if certain medication eg inhalers/epi pens are expiring soon and require replacements.

### 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 **Record of Medication Given** form
- Ask the child's parent or carer to sign the form to acknowledge that the medication has been given.
- 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**.
- Certain medications require specialist training before use, e.g. Epi Pens.
- If a child requires such medication the manager will ensure an appropriately trained member of staff administers the epi pens.

- 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 or if the child's needs for medicine has ceased).
- 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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