



Roosters Kids Club – Administering Medication Policy

If a child attending Roosters Kids Club requires prescription medication of any kind, their parent or carer must complete a permission to administer medicine form in advance. Staff at Roosters Kids 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 (e.g. asthma inhalers), the Roosters Kids Club staff will offer to keep the medication safe until it is required. Inhalers must be labelled with the child's name.

Roosters Kids Club 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.

One of the staff members will be responsible for administering medication or for witnessing self-administration by the child. The staff member will record receipt of the medication on a Medication Book and will check that the medication is properly labelled, and will ensure that it is stored securely during the session.

Before any medication is given, the staff member 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 staff member must:

- Record all relevant details in the Medicine Book
- Ask the child's parent or carer to sign the book to acknowledge that the medication has been given

When the medication is returned to the child's parent or carer, the staff member will record this on the Medication Book.

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 in the Medicine Book.

Certain medications require specialist training before use, e.g. Epi Pens. 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.

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).

If a child suffers from a long term medical condition Roosters Kids 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 Roosters Kids Club has a clear statement of the child's medical requirements.

This policy has been adopted by Roosters Kids Club and is to be reviewed annually or when any changes occur.

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017):
Safeguarding and Welfare Requirements: Health [3.45-3.46]