



## Administering Medication

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

A Club Co-ordinator, where possible, will 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
- 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 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 WASPS (Waterbeach After School Play Scheme), children should be encouraged to take personal responsibility for this, where this is appropriate decided through risk assessment. Only prescribed medication will be administered. It must be in date and prescribed for the child's current condition, with the batch number matching the medication and packaging. All medication, which is out of date, will be returned back to the parent/carer to be disposed of.

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 Club Co-ordinator and the child's parent/carer will be notified, and the incident recorded on the Medication Form.

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

WASPS staff may require additional training for some medication for example an EpiPen. The Club Co-ordinators 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, the child may not be able to attend while training is sought in order to protect the child.

If a child needs medication requiring specialist knowledge or training, only staff who have received appropriate training and information 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.

This policy was adopted at a meeting of

**WASPS Management Committee**

Held on (date)

**6<sup>th</sup> May 2014**

Signed on behalf of the Management  
Committee / Proprietor

*Lianne Sallows*

Role of signatory (e.g. Chairperson etc)

**Chairperson**

This policy was reviewed on (date)

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Continue as necessary (date)

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