

Administering Medicines Policy

Purpose of this policy

“Providers must have and implement a policy, and procedures, for administering medicines. It must include systems for obtaining information about a child’s needs for medicines, and for keeping this information up-to-date.”

To meet the requirements of the Early Years Foundation Stage and the Childcare Register, the company will:

Ensure that the individual needs and good health of the child is promoted; this includes administering medication when asked to do so by parents and/or carers and only if there is an accepted health reason to do so.

Have, and put into practice, an effective policy on giving medicines to children at our sessions, which includes effective systems to support children with medical needs.

To accept any medicine the company must obtain prior written permission from the person who has parental responsibilities (this is not always the parent/carer) before administering any medicine and complete the **Permission to Administer Medicine** form and use **Record of Medicine Administered** form.

Keep written records of each time a medicine is administered to a child and inform the child’s parents and/or carers on the same day, or as soon as reasonably practicable.

Under the requirements of the Childcare Register, records of any medicines administered to any child who is cared for on the premises will include the date and circumstances and who administered it; including medicine which the child is permitted to self-administer, together with a record of a parent/guardian/carer’s consent.

If a child attending sessions requires medication of any kind, their parent or carer must complete a **Permission to Administer Medicine Form** in advance. Staff will not administer any medication without such prior written consent.

Ideally children should take their medication before arriving to the sessions. 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), Super Star Sport staff will offer to keep the medication safe until it is required. Inhalers must be labelled with the child’s name.

Prescription medication

Super Star Sport staff will normally 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 have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage.

Non-prescription medication

If a child requires a non-prescription medication to be administered, we will consider this on a case by case basis after careful discussion with the parent or carer. We reserve the right to refuse to administer non prescription medication. Non-prescription medicine does not require a GP prescription before Super Star Sport can administer.

Company Responsibilities

To meet the requirements of the Early Years Foundation Stage and the Childcare Register the company will:

Be responsible for administering any medication whilst the child is in our care.

Store medication in accordance with product instructions eg. Fridge and ensure that children cannot access any medication prescribed by securely storing the medication out of reach in accordance with our risk assessment. For any medicine required throughout the day, this will be kept on the staff members person at all times eg. EpiPen/inhaler

Obtain prior written permission from parents/guardians and carers for each and every medicine to be administered before any medication is given.

Record any medication/treatment given in the **Record of Medication Administered** sheet allocated to your child, detailing:

- ✦ The date
- ✦ The name of the medication or a full description of the treatment/therapy and the reason why it is required.
- ✦ The dosage required or the duration of the treatment
- ✦ The time the medication/treatment is to be administered

- ✦ The parent/guardian/carers signature given permission prior to the medication/treatment
- ✦ The time the medication/treatment was administered
- ✦ The signature of the person who has administered the medication/treatment
- ✦ Details of the illness the medication/treatment is treating

Require parents and/or carers to let Super Star Sport know the date and time that the medication was last administered, treatment, and Super Star Sport will record this information and ask parents to sign confirming the details. This is to avoid over-dosing.

Procedure for administering medication

A designated staff member will be responsible for administering medication or for witnessing self-administration by the child. The designated person will record receipt of the medication on a **Record of Medicine Administered Log**, 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 designated person will:

- ✦ Check that the Club has received written consent
- ✦ 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 person must:

- ✦ Record all relevant details on the **Record of Medication Administered** 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 record this on the **Record of Medication Administered** form.

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 Administered form**.

Specialist training

Certain medications require specialist training before use, eg 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.

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 then Super Star Sport 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 staff members have a clear statement of the child's medical requirements.

Responsibility of Staff Members administering medicine

Staff members are responsible for ensuring:

- ✦ All forms are filled out correctly prior to accepting the medicine on site and records updated as and when required.
- ✦ Staff have details of child's local GP to contact if needed.
- ✦ Parent/guardian have signed the **Permission to Administer Medicine Form** giving the company permission to administer the medicine to the child.
- ✦ The medicine is stored correctly and safely in accordance to the sites risk assessment.
- ✦ The medicine is administered at the correct time in accordance to the **Permission to Administer Medicine Form**
- ✦ The medicine is administered at the correct dosage in accordance to the **Permission to Administer Medicine Form**
- ✦ All medicine is returned to parent/guardian at the end of each day.
- ✦ Communication with parents if there are any changes to the child's wellbeing or side effects following the administration of the medicine.

- ✦ Staff are aware of emergency procedures of what to do if the child has any adverse effects from the medicine and the child looks at risk.

Policy Responsibility and Review

We are committed to reviewing our policy and good practice annually.

This policy was adopted by Super Star Sport	Date: 12/04/2023
To be reviewed: 12/04/2024	Signed: 