

## Administering Medication

At **Fun Fest** we promote the good health of children attending the club and take necessary steps to prevent the spread of infections. If a child attending the club 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 prior written consent. We follow strict guidelines when dealing with medication of any kind in the Club and these are set out below.

### Prescription Medication

Fun Fest Holiday Club staff will only administer medication that has been prescribed by a doctor, dentist, nurse, or pharmacist. **If a medication contains aspirin, we can only administer it if it has been prescribed by a doctor.** All prescription medication provided must have the prescription label attached which includes the child's name, the date, the name of the medication and the dosage required.

### Non-prescription medication (*these will not usually be administered*)

*We reserve the right to refuse to administer non-prescription medication.*

An emergency club supply of fever relief liquid paracetamol (e.g. Calpol) and antihistamines (e.g. Pirton) will be stored on site. This will be checked at regular intervals by the designated first aider to make sure that it complies with any instructions for storage and is still in date. **This can only be administered with prior consent from the parent/carers.**

Where parents cannot be contacted then the Club manager will take the decision as to whether the child is safe to have this medication based on the time the child has been in the Club, the circumstances surrounding the need for this medication and the medical history of the child on their registration form. **The Club Manager can seek advice if needed from 111.**

Giving non-prescription medication will be a last resort and the Club staff will use other methods first to try and alleviate the symptoms. The child will be closely monitored until the parents collect the child, and this will be recorded on the [child illness monitoring form](#).

### Asthma Inhalers

Parents/carers will hand over and sign in inhalers to the appropriate member of staff and the child's inhaler will be kept in the Staff Room Medication Box and will be easily accessible if needed. Use of an inhaler must be logged on a medication form. Parents/carers must sign the form to acknowledge their child has used their inhaler. Inhalers must have a label on with the name of the child, expiry date, and dosage.

### Epi Pens and Specialist Training

Certain medications require specialist training for example: Paediatric First Aid 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.

This training is specific for every child and not generic.

The training must be recorded and logged in the staff file as evidence, stating the date of the training, who delivered it, who it is specifically for (child) and what type of medicine.

### **Procedure for administering medication.**

Designated staff will be responsible for administering medication or witnessing self-administration by the child. The designated person will record receipt of the medication on a medication form. The designated person will check that the medication is properly labelled and will ensure that it is stored securely whilst in club.

Before medication is administered, the designated person will:

- Check that the club has written consent.
- Take steps to check when last dosage was given.
- Ask another member of staff to witness that correct dosage is given.

### **When the medication has been administered, the designated person must:**

- Record all relevant information on a medical form.
- Ask the child's parent/carer to sign the form to acknowledge the medication has been given.

If a child refuses to take their medication, staff will not force them to do so. The Manager and child's parent or carer will be notified, and the incident recorded on the medication form.

### **Staff medication**

Staff must not work with children where they are infectious or feel unwell and cannot meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy.

If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability to care for children they must inform their line manager and seek medical advice. The Club manager that is on duty will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

Staff medication must be kept in \_\_\_\_\_ where staff may need easy access to the medication such as an asthma inhaler. In all cases it must be stored securely out of reach of the children and should be labelled with the name of the member of staff.

### **Changes to medication**

A child's parent/carer must update and complete a new medication form if there are changes to the child's medication such as dosage or frequency.

### **Long Term Medication**

If a child suffers from a long-term medical condition the club will ask the child's parent/carer to provide a medical care plan from their doctor, to clarify exactly what the symptoms and treatment are to ensure the club has a clear statement of the child's medical requirements. Administration of long-term medications can be logged on a long-term medication form.

This policy was adopted on	Signed on behalf of the Club	Date for review
03/03/2024	Tina Iezekil	03/03/2025  reviewed 03/03/2025 no changes  Date for review 03/03/2026

**Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024):  
Safeguarding and Welfare Requirements: Health [3.52 ,3.53 and 3.54] Paediatric First Aid [3.29]**