



## Administering Medication Policy

If a child attending a Dynamic Ducks' provision requires prescription medication of any kind, their parent or carer must complete a **Permission to Administer Medication** form in advance. Staff at the Club will not administer any medication without such prior written consent. Ideally children should take their medication before arrival. If this is not possible, children will be encouraged to take personal responsibility for their medication, where this is appropriate.

Dynamic Ducks can only administer medication that has been prescribed by a doctor. To ensure that this is the case all medication provided must be in the original packaging, have the prescription sticker attached, which includes the child's name, the date, the type of medicine, the dosage. Two members of staff will be responsible for administering medication or for witnessing self-administration by the child. The designated person will record receipt of the medication on the back **Permission to Administer form** 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 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 **Permission to Administer form**
- Ask the child's parent or carer to sign the form to acknowledge that the medication has been given. (Don't think we do any of this)

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

If children carry their own medication (e.g. asthma inhalers), the Club staff will offer to keep the medication safe until it is required. Inhalers must be labelled with the child's name.

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. Dynamic Ducks state that children who require an epi-pen have one at the Dynamic Ducks provision. It will be the Manager's responsibility to inform the parents when an epi-pen is expiring and when a new one needs to be given. The epi-pen will be kept in a clear plastic box in Dynamic Ducks staff cupboard. Parents must sign a Permission to administer form with copies of the GP's notes and a medical care action plan for the child. If this request of Dynamic Ducks having an epi-pen is not possible, Dynamic Ducks will need written consent from the parents that they understand the consequences and do not hold Dynamic Ducks liable.

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 dosage or frequency).

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.

**ADMINISTERING MEDICATION POLICY**

Adopted on: March 2020 Next review due: March 2021

Signed.....E.DUCK..... DYNAMIC DUCKS

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