

**Medication will never be given without the prior written request of the parent/carer, which will include frequency, dosage, any potential side effects, and any other pertinent information. Medication will only be administered if it is prescribed by a doctor and the prescription label is visible, however Smartkidz staff will administer Neurofen and/or Calpol, with written permission by the parent, without a doctor's note (in this instance we will still need the below completed).**

A member of staff will be assigned to administer medication for each individual child concerned. They will also be responsible for ensuring that:

- Prior consent is arranged on the permission to administer medication form.
- All necessary details are recorded on the **Medication Form** and kept in the medical folder and locked away.
- That the medication contains prescription label and safely stored during the session.
- Another member of staff acts as a witness to ensure that the correct dosage is given.
- Staff cannot give dosages that are different to the Doctors label or the allowed amounts for the age of the child (on Neurofen and Calpol).

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 the Club, please note that the club will only give recently prescribed medication.

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 Manager and the child's parent/carer will be notified, and the incident recorded on the Medication Record.

If a child has asthma, then the parent/carer must give as much information as possible on the medical section of the registration form, and the child must have an inhaler with them at all times while at the club.

Where children carry their own medication (asthma pumps or insulin for example), the Club recommends that staff hold onto the medication until it is required. This is to minimise possible loss of medication and to ensure the safety of other children. Inhalers should always be labelled with the child's name. Medication will be stored in a locked cupboard in club.

If a child has allergies then a description of the symptoms should be detailed in full on the medical section of the registration form, allowing us to recognise the signs of any reaction and to pass on to emergency services should the need arise.

If the children are on an outing or taking part in outdoor activities, then the child's medication will be stored in the medical bag which will stay with the play leader. If medication needs administering outdoors, such as epi-pen or insulin then the leader will take into consideration the level of hygiene and chances of infection (injecting into an area that is clean). To meet GDPR, a blank medical record form will be taken for each child to record medication being taken, the child's initials will be recorded instead of full name until the return to club.

The club staff may require additional training for some medication for example an Epi-Pen. The manger 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, it may be necessary for the child not to attend while training is sought in order to protect the child.

If a child needs medication requiring specialist knowledge or training only trained staff 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 by: Smartkidz Play and Learn	Date: 1/11/2017 Date reviewed: 20/11/2018 Date reviewed: 16/08/2019. Date reviewed: 14/08/2020
To be reviewed: 14/08/2021	Signed: 