



Administering Medication Policy

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

Ideally children should take their medication before arriving at the centre. If this is not possible, children will be encouraged to take personal responsibility for their medication, if appropriate and if they are age expected. If children carry their own medication (e.g. asthma inhalers), the centre will offer to keep the medication safe until it is required. Inhalers must be labelled with the child's name and clearly display the expiration date. Where the medication or inhalers have expired, it is the parent's responsibility to bring in new medication. Staff will not administer any medication where the expiry date and child name is not clearly visible on the medication itself.

Study Right can only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. However, if a medicine contains aspirin we can only administer it if it has been prescribed by a doctor. All medication provided must have the prescription sticker attached which includes the child's: name, the date, the type of medicine and the dosage.

A designated staff member will be responsible for administering medication or for witnessing self-administration by the child. This designated staff member will be first aid trained. The designated person will record receipt of the medication on a **Medication Log**, will check that the medication is properly labelled, and will ensure that it is stored securely during the session. At the end of every session the medication will be handed back to the parent or the student where they have been given permission to go home by themselves.

Before any medication is given, the designated person will:

- Check that the centre 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 **Medication Log**
- 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 **Medication Log**. 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 **Medication Log**.

Certain medications require specialist training before use, e.g. Epi Pens. If a child requires such medication the designated first aider will have been trained in paediatric first aid and will be able to administer the medication. Where the medication is not covered by the paediatric training, the student will be asked to be absent from the sessions until such training has been undertaken. Where specialist training is required, only appropriately trained staff may administer the 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).

If a child suffers from a long term medical condition the centre 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 centre has a clear statement of the child's medical requirements. Where applicable, in the case of behavioural and emotional needs, the centre will create their own Individual Education Plan.

[Written in accordance with the Safeguarding and Welfare Requirements: Health [3.45-3.46]]