

Pioneer Childcare

Administering Medication Policy

If a child attending Pioneer Childcare requires prescription medication of any kind, their parent/carer must make us aware and complete a **Permission to administer medicine** form as soon as possible. We will not administer any medication without such prior written consent. Any medication must be given to the Manager on arrival at club. Only the club manager can administer medication.

Ideally children should take their medication before arriving at club, but we realise that this is not always possible. If this is not possible, children will be encouraged to take personal responsibility for their medication, where this is appropriate. Medication will be kept in accordance with product instructions and stored in a safe place which is inaccessible to children. For children attending our breakfast club medication will be taken to the child's school by our staff. Any required medication for afternoon sessions will be collected from school by our staff and kept securely at club. Parents must make the Club Manager aware if medication needs to be collected from the school.

Pioneer Childcare can only administer medication that has been prescribed by a doctor, following the dosage specified on the label. To ensure that this is the case all medication must be provided in its original packaging, with the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage.

It is the parent's responsibility to ensure that all medication is in date and any medication kept at club should be replaced before its expiry date. If a child's medication has expired, it may mean the child cannot attend club until the medication is replaced.

The Club Manager will be responsible for administering medication or for witnessing self-administration by the child. The Club Manager 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 Club Manager 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 Club Manager must:

- Record all relevant details on the **Record of Medication Given** form.
- Ask the member of staff who has witnessed the medication being administered to sign the **Record of Medication Given** form.
- Ask the child's parent or carer to sign the form to acknowledge that the medication has been given.

If children carry their own medication (e.g. asthma inhalers), the Club Manager will keep the medication safe until it is required. Inhalers must be labelled with the child's full name. Parents must inform the Club Manager of the dosage required, and a **Permission to Administer Medication** form should be signed and kept at club.

If a child refuses to take their medication, the Club Manager will not force them to do so (other than in an emergency, where a child may require their medication in a life-threatening situation i.e., administering an auto-injector for an allergic reaction). The child's parent/carer will be notified, and the incident recorded on the **Record of Medication Given**.

Certain medications, that are considered emergency medical treatment may require specialist training before use, e.g. auto injectors and some breathing apparatus. 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 emergency response training is required, only appropriately trained staff may administer the medication.

A child's parent/carer must complete a new **Permission to Administer Medication** form if there are any changes to a child's medication (including dosage or frequency) or after a time lapse of usage even if it is the same medication.

If a child suffers from a long-term medical condition the Club Manager will ask the child's parents to provide a Health Management 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.

This policy was adopted by: Pioneer Childcare Ltd	Date: 25 th January 2025
To be reviewed: 24 th January 2026	Signed: <i>J. Wilkins</i>