

ADMINISTERING MEDICATION POLICY



A **Permission to Administer Medicine** form must be completed in advance by their parent/carer, if your child is attending PSP and requires prescription medication of any kind. Without any prior written consent, staff at the club will not administer any medication to a child(ren).

Where applicable, it is requested that children take their medication before arriving at the club. However, we appreciate at times this may not be possible. Therefore, where/if appropriate children will be encouraged to take personal responsibility for their medication. For children who carry their own medicine, for example, asthma inhalers, PSP staff will offer to secure the medication, until it is required. All medication must be labelled with the child(s) name.

PSP are only able to administer medication that has been prescribed by a Dentist, Nurse, Doctor or Pharmacist. Medication that contains Aspirin, can only be administered if the Doctors have prescribed it. PSP cannot administer any medicine that does not have the relevant child's name and prescription sticker attached, that displays the type of medicine, the dosage, and the date of prescribing.

There will be a designated staff member, who is solely responsible for administering medication, or witnessing the self – administration by the child. The **Medication Logbook** will be completed by the designated staff member responsible for administering medicines. Prior to consumption of the medicine, the designated staff member will ensure the medication is labelled correctly and appropriate action is taken for securely storing any medicine(s).

Prior to any medication being given, the designated person will:

- Ensure that prior written consent has been received
- Ensure they ask another staff member to witness that the correct dosage is given

After medication has been administered, the designated person must:

- Have a record of any medication given in **The Medication Logbook**
- Attain a signature (Parent/Carer) for any medication that has been given

The designated person will make a record of any returned medicines in **The Medication Logbook**.

If there are occurrences where the child refuses to take their medication, PSP staff will not force the child to take their medicine, however the parent/carer will be notified, and record appropriately in **The Medication Logbook**.

For medications, such as Epi Pens, specialist training will be required. It is the duty of the PSP manager to arrange the appropriate training as soon as possible. If a child attends the club requiring specialist medication, only the appropriately trained staff may administer it. It can be deemed necessary for the child to be absent from the club if there is nobody appropriate to administer the medication.

Any change in a child's medication, be it dosage or frequency, the child's parent must complete a new **Permission to Administer Medicine** form.

PSP will ask the child's parent or carer to provide a medical care plan from their doctor, for any long-term medical condition(s) that the child suffers from, clarifying exactly what the symptoms and treatments are, allowing PSP to have a clear statement of the child's requirements.

This policy was adopted by: PSP	Date: 10/01/2026
To be Reviewed: 10/01/2027	Signed by: Jessica Finch PSP Manager

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