

Administering Medication Policy

If a child attending Knutz Out of School Club requires any kind of medication, their parent or guardian must complete a **permission to administer medicine** form in advance. Staff at the Club will not administer any medication without this written consent.

Knutz Out of School Club will administer appropriate medications at the request of the parent or guardian. We cannot administer medications that contain aspirin unless they have been prescribed by a doctor. Prescription medication must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage. If the child's medication is held by the school, the parent or guardian **must give written authority** to the school for Knutz Out of School Club to have access to their child's medication.

Storage of medications

A designated staff member will log medication(s) received (or collected from Welfare) and subsequent return of medication(s) on our Medication Log. The medication will be stored securely out of reach of children. The manager will ensure medication held by the club is checked each half term.

Procedure for administering medication

A designated staff member will be responsible for administering medication or for witnessing self-administration by the child.

Before any medication is given, the designated person will:

- Check that the Club has received written consent
- Take steps to check when the last dosage was given
- Ask another member of staff to witness that the correct dosage is given.

When the medication has been administered, the designated person must:

- Record relevant details on the **Record of Medication Given** section of the form
- Ask the child's parent or guardian to countersign the form to acknowledge that the medication was given, or that the child refused the medication.

If a child refuses to take their medication, staff will not force them to do so. The manager and the child's parent or guardian will be notified, and the refusal recorded on the **Record of Medication Given**.

Specialist training

Certain medications require specialist training before use, such as Epi Pens. If a child requires such medication the manager will arrange appropriate training for staff 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.

Changes to medication

A child's parent or guardian 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 of an existing medication.

Long term conditions

If a child suffers from a long-term health 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.

Policy adopted by **Knutz Out of School Club**

Updated 05 January 2025

Due for review January 2026

Signed: _____


Owner/Manager

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Health [3.52-3.54]*.