



Administering Medication

If a child attending Ashfield Play Care Scheme requires prescription medication of any kind, their parent or carer must complete an **Administering Medication** form in advance. Staff at the Scheme will not administer any medication without such prior written consent.

Ideally children should take their medication before arriving at the Scheme.

Ashfield Play Care Scheme 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. The designated person will record receipt of the medication in the **Medication record book**, 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 designated person will:

- Check that the Scheme 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 in the **medication record book**
- Ask the child's parent or carer to sign the book 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 in the **Medication record book**. 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 in the book.

Certain medications require specialist training before use, e.g. Epi Pens. 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 training is required, only appropriately trained staff may administer the medication.

A child's parent or carer must complete a new **Administering 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 Scheme 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 Scheme has a clear statement of the child's medical requirements.