

Batheaston CEVC Primary School
PLAY RANGERS
Breakfast and After School Club
Administering Medication Policy

If a child attending Play Rangers requires **prescription** medication of any kind, their parent or carer must complete a **Permission to administer medicine** form in advance. The forms are available on request at school Reception. Staff at the Club will not administer any prescribed medication without such prior written consent.

Ideally children should take their medication before arriving at the Club. If this is not possible, children will be encouraged to take personal responsibility for their medication, if appropriate. If children carry their own medication (eg asthma inhalers), the Club staff will offer to keep the medication safe until it is required. Inhalers must be labelled with the child's name.

Play Rangers staff 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 on a **Medication Log**, 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 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 designated person must:

- Record all relevant details on 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.

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 **Record of Medication Given**.

Certain medications require specialist training before use, eg 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 **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 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.

Please read in conjunction with the **Giving Medicines in School Policy for Batheaston Primary**:

Batheaston CEVC Primary School Giving Medicines in School Policy Giving Medicines (including creams) at School:

We would request that wherever possible, parents come to school to administer any medication/creams their child requires. School staff are not obliged to administer medication, however, prescribed medication MAY be administered by a member of office staff only by special request when the child's doctor deems it to be essential.

Completion of a Parental Agreement for School Setting to Administer Medication Form is essential, and must be signed. The member of staff administering the medication will complete and record the details on each occasion.

Please note that there may be occasions where staff are unable to consider this request and also there may be circumstances when the medication may not be administered at the specific time requested – hence our request that parents administer medicine themselves whenever possible. Also, the school does not maintain stocks of medicines (e.g. Calpol), so this needs to be provided and administered by the parent. If you have any queries, please contact the school office.

Updated Summer 2016

This policy was adopted by: Play Rangers	Date: November 2017 (updated version)
To be reviewed: November 2019	Signed:

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