# Artzania

# Administering Medication Policy

If a child attending Artzania requires prescription medication of any kind, their parent or carer must complete a **Permission to administer medicine** form in advance. Staff at the Club will not administer any 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.

Artzania is not permitted to administer medication on any child and will not be liable for any incidents that may occur. Should an incident occur, we will immediately notify the primary carer/ next of kin contact that is registered with us at the club.

Should a child carry any medicines, all medication provided must have the prescription sticker attached which includes the child’s name, the date, the type of medicine and the dosage.

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).

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| This policy was adopted by: Artzania | Date: 15 April 2017 |
| To be reviewed: 15/04/18 | Signed: Keshma Tanna  Manager |

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.

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