



<b>Policy</b>	KIDS CLUB ADMINISTRATION OF MEDICINES
<b>Last review date</b>	February 2026
<b>Next review date</b>	February 2027
<b>Approval level</b>	Headteacher

## **Wheatfields Kids Club**

### **Policy for Administering Medication**

The School follows the DfE 2015 guidelines (Supporting Pupils at School with Medical Conditions). With the exception of medication for children with chronic medical conditions, school staff do not administer medication to pupils during the school day. However, as children attending Kids Club are in the care of the school for extended hours, for the well-being of the child it may be appropriate for Kids Club staff to administer medication. This Policy has therefore been written to address these needs.

Medication will never be given without the prior written request/consent of the parent/carer, which will include what the medication is for, frequency/ dosage, any potential side effects and any other relevant information.

When asked to administer medication staff should discuss the request with parent/carer to determine whether the medication can be given at home or if the child is, in fact, well enough to attend the setting.

A member of staff will be assigned to administer medication or witness self- administration for each individual child concerned. They will also be responsible for ensuring that:

- The medication is properly labelled and safely stored during the session. It must be in its original container with the pharmaceutical label that includes the child's name, the date it was dispensed, the type of medicine and the dosage to be given and the expiry date.
- The medication is stored appropriately in a secure, out of reach, high cupboard in order to allow quick access.
- Another member of staff acts as a witness to ensure that the correct dosage is given
- All necessary details are recorded on the medication form, which is then signed by the parent/carer to acknowledge that the medication has been given

The Club will only give recently prescribed medication. If for any reason a child refuses to take their medication, staff will not attempt to force them to do so against their wishes. If and when such a situation occurs, the person in charge and the child's parent/carer will be notified, and recorded on the Medication Record.

Where children are able to administer their own medication, e.g. asthma inhalers, parents will be requested to sign permission for their child to self medicate. The medication will be held in a secure place.

If a child needs medication requiring specialist knowledge or training only trained staff may administer the medication. Kids Club staff may require additional training to administer some medication, e.g. an Epi Pen. The Headteacher will endeavour to obtain appropriate training at the earliest opportunity. In order to meet the child's medical needs it may not be possible for them to attend the Club until staff have undertaken this training.

If there is any change in the type of medication – whether regarding dosage or other changes to the information given on the Medication Form – a new form must be completed.

**WHEATFIELDS KIDS CLUB**  
(Telephone: 01480 466919, Option 3)  
**Medicine - Information and Consent Form**

*(This form must be completed before medicine is given to a child)*

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Name of Child .....

Date of Birth .....Class.....

Name of Parents/Carers .....

Home Telephone no ..... Work Telephone no .....

Child's Doctor and Surgery Address:  
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Doctor's Telephone no .....

Name of Medicine .....

Reason for Medicine .....

Expiry Date .....

Storage Requirements .....

Dosage and Times to be administered  
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Potential Side Effects .....

I have read and understood the Administration of Medicines Policy. I give permission for the staff to administer the medicine as described on this form:

Signed ..... (parent/carer) Date .....

