

THE DEN



Administering Medication Policy

If a child attending The Den requires prescription medication of any kind, their parent or carer must complete a **Permission to administer medicine** form in advance. Staff at The Den will not administer any medication without such prior written consent.

Ideally children should take their medication before/after attending The Den. If this is not possible, The Den staff will keep the medication safe until it is required. Inhalers must be labelled with the child's name.

The Den can only administer medication that has been prescribed by a doctor, dentist. 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 First Aider member of staff will be responsible for administering medication or for witnessing self-administration by the child. The First Aider member of staff will record receipt of the medication and last time the medication was taken on a **Medication Log Form** and 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 First Aider member of staff will:

- Check that The Den has received written consent.
- Ask another member of staff to witness that the correct dosage is given.

When the medication has been administered, the First Aider member of staff 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 First Aider member of staff 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 will inform the child's parent or carer immediately, and the incident recorded on the **Record of Medication Given Form**.

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 **Permission to Administer Medication** form every time new medication is given ie inhalers or Epi pen.

If a child suffers from a long-term medical condition The Den will ask the child's parents/carers to provide a medical care plan, to clarify exactly what the symptoms and treatment are so that The Den has a clear statement of the child's medical requirements.

Unwell

Should a child become ill whilst at The Den with a high temperature and seems to be very unwell it will be possible for The Den First Aider to administer one dose of Calpol while we wait for the child's parent to arrive this will only be allowed if the parent/carer gives their permission verbally on the phone. The dose of Calpol will be recorded on a Permission to Administer Medication form and parent/carer will sign it on arrival.

This policy was adopted by: The Den	Date 28 th April 2023
To be reviewed: April 2024	Signed: by Pauline Barritt Manager

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021)*:
Safeguarding and Welfare Requirements: Health [3.45-3.46]

Also complies with Keeping Children Safe in Education 2022