

Administering Medication Policy



Review schedule	Every year
Last review	22 nd October 2025
Next review due	October 2026
Owner	Karen Martin

If a child attending SELFA services requires prescription medication of any kind, their parent or carer must complete a Permission form for staff to administer medicine. Staff at SELFA will not administer any medication without such prior written consent.

If children carry their own medication (e.g. asthma inhalers), the lead member of staff will offer to keep the medication in a safe meds box, but with easy access (away from children), until it is required.

SELFA can only administer medication which is in its original container and is clearly labelled. For [prescription medication](#) the label must have been printed by the dispensing pharmacy with the medication's name, child's name and details, GP's name, date of issue, dosage and instructions and expiry date.

A designated staff member will be responsible for administering medication and a second member of staff for witnessing administration. 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 and 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, e.g. EpiPens. 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.

Change record

Date of change:	Changed by:	Comments:
22/10/2025	Karen Martin	Policy reviewed - no changes