

Administering Medication Policy



Review schedule	Every year
Last review	08.07.2026
Next review due	July 2026
Owner	Karen Martin

This policy has been reviewed against current legislation and guidance for England, including the Department for Education statutory guidance on supporting pupils with medical conditions at school, the Early Years Foundation Stage statutory framework where applicable, and safeguarding guidance for providers of out-of-school settings.

If a child attending SELFA services requires medication of any kind, their parent or carer must complete a Permission to Administer Medication form before staff can administer it. Staff at SELFA will not administer any medication without prior written consent, except where emergency action is required in line with the child's Individual Healthcare Plan, emergency care plan, or SELFA's emergency procedures.

Where children carry their own emergency medication, such as asthma inhalers or adrenaline auto-injectors, arrangements will be agreed with parents or carers and recorded. Medication will be kept safely but remain readily accessible to the child and trained staff when needed.

SELFA will only administer medication that is in its original container and clearly labelled. Prescription medication must include the dispensing pharmacy label showing the medication name, child's name, dosage, instructions, date of issue and expiry date. Non-prescription medication will only be administered where it is essential, age-appropriate, supplied in the original packaging, and supported by written parental or carer consent with clear dosage instructions.

A designated staff member will be responsible for administering medication and a second member of staff will witness administration wherever practicable. The designated person will record receipt of the medication on a Medication Log, check that the medication is properly labelled and in date, and ensure that it is stored securely during the session.

Before any medication is given, the designated person will check that SELFA has received written consent, confirm the child's identity, check the medication name, dosage, timing, route of administration and expiry date, and ask a second member of staff to witness that the correct medication and dosage are given wherever practicable.

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.

- ensure records of staff training, consent, medication received, medication administered, refused doses, errors, near misses and return of medication are kept securely in line with SELFA's record keeping and data protection procedures.

If a child refuses to take their medication, staff will not force them to do so. The session leader and the child's parent or carer will be notified, and the incident recorded on the Record of Medication Given.

Any medication error, missed dose, administration of the wrong dose, out-of-date medication, refusal, allergic reaction, serious incident or near miss will be reported to the Programme manager as soon as possible. Parents or carers will be informed, medical advice will be sought where necessary, and the incident will be recorded and reviewed so that lessons can be learned.

Certain medications require specialist training before use, such as adrenaline auto-injectors, emergency epilepsy medication or other medication requiring medical or technical knowledge. The Programme manager will arrange appropriate training before staff administer such medication, and training records will be kept and refreshed as required. The child should not be excluded from attending SELFA because of their medical needs; however, where staff are not yet trained or safe arrangements are not in place, SELFA will work urgently with parents or carers and relevant health professionals to agree safe interim arrangements where possible.

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 has a long-term medical condition, allergy, disability or recurring health need, SELFA will ask parents or carers to provide an Individual Healthcare Plan, medical care plan or allergy action plan from an appropriate health professional. Plans will set out the child's needs, triggers, symptoms, medication, emergency procedures, staff responsibilities and any reasonable adjustments required. Plans will be reviewed at least annually, or sooner if the child's needs, medication, activities or attendance arrangements change.

Where a child has a known allergy or risk of anaphylaxis, SELFA will follow the child's allergy action plan and ensure relevant staff know how to reduce exposure to known allergens, recognise symptoms and respond in an emergency. This policy should be read alongside SELFA's safeguarding and health and safety.

Medication must be returned to parents or carers at the end of the agreed period, when it expires, or when it is no longer required. Parents or carers remain responsible for ensuring medication supplied to SELFA is in date and replaced when necessary.

Change record

Date of change:	Changed by:	What changed:	Comments:
22/10/2025	Karen Martin	No changes made	Policy reviewed – no changes
06/07/2026	Karen Martin	Updated policy wording and requirements	Updated to reflect current legislation and guidance on medical conditions, out-of-school settings, EYFS where applicable, emergency medication, allergies, staff training, record keeping and incident reporting.