Administering Medication Policy

If a child attending an AYA club requires prescription medication of any kind, their parent or carer must complete a Permission to administer medicine form in advance.

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.

A designated staff member will be responsible for administering medication or for witnessing self-administration by the child. 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 AYA 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

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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 can 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. Adrenaline Pens. If a child requires such medication, please be assured this is covered in our Paediatric first aid course. 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 AYA 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 AYA has a clear statement of the child's medical requirements.

|  This policy was adopted by: AYA  | Date: August 2023 |
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| To be reviewed: 01/09/2424 | Signed |