# A black and white logo Description automatically generatedSaddleworth Language School

# LingoSports

# Administering Medication Policy

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

Ideally children should take their medication before arriving at LingoSports. If this is not possible, the Club staff will offer to keep the medication safe until it is required. Meication including inhalers must be labelled with the child’s name.

**Prescription medication**

LingoSports staff will normally only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. If a medicine contains aspirin, we can only administer it if it has been prescribed by a doctor. All prescription medication provided must have the prescription sticker attached which includes the child’s name, the date, the type of medicine and the dosage.

**Non-prescription medication**

If a child requires a non-prescription medication to be administered, we will consider this on a case-by-case basis after careful discussion with the parent or carer. We reserve the right to refuse to administer non-prescription medication. Non-prescription medicine does not require a GP prescription before LingoSports can administer.

**Procedure for administering medication**

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 LingoSports has received written consent
* Take steps to check when the last dosage was given
* 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. 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 this will be recorded on the **Record of** **Medication Given**.

**Specialist training**

Certain medications require specialist training before use, e.g. Epi Pens. Where specialist training is required, only appropriately trained staff may administer the medication. There will always be a paediatric, first-aid trained member of staff on site.

**Changes to 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) and the **Medication Log** must be updated

**Long term conditions**

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.

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| This policy was adopted by: Saddleworth Language School for LingoSports | Date: Reviewed June 2025 |
| To be reviewed: June 2026 | Signed: S.Doodson |

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Health [3.52 – 3.54]*