

## Administering medication policy

If a child attending Summer Adventure Camp (SAC) requires prescription medication of any kind, their parent or carer must notify SAC and give permission for us to administer medication on the **BOOKING SYSTEM**. Staff at SAC will not administer any medication without such prior consent.

Ideally children should take their medication before arriving at SAC. 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), SAC staff will offer to keep the medication safe until it is required. Inhalers must be labelled with the child's name.

SAC can only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. However, if a medicine contains aspirin we can only administer it if it has been prescribed by a doctor. 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 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 the **BOOKING SYSTEM**, 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 SAC has received 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 **BOOKING SYSTEM**
- Ask the child's parent or carer to acknowledge that the medication has been given.

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 **BOOKING SYSTEM**

A child's parent or carer must make note of any changes on the **BOOKING SYSTEM** 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 SAC 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 SAC has a clear statement of the child's medical requirements.