

Administering Medication Policy



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

Ideally children should take their medication before arriving at HOPS. If this is not possible, staff will take responsibility for their medication, from point of contact with parents. Children, Volunteers, Staff will not carry their own medication (e.g. asthma inhalers), HOPS staff will keep the medication safe until it is required. All medication must be labelled with the child's name.

HOPS 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.

Two designated staff members will be responsible for administering medication or for witnessing self-administration by the child. The designated persons 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 HOPS 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.

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 Team Leader 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. Epi Pens. If a child requires such medication the Team Leader 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 HOPS 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 HOPS has a clear statement of the child's medical requirements.

This policy was adopted by: HOPS	Date January 2016
To be reviewed annually	Signed: