ADMINISTERING MEDICINES POLICY AND PROCEDURE

Policy Statement

Impact Wrap Around Care is committed to supporting the health and medical needs of all children in our care. Medicines will only be administered when necessary for a child's health or wellbeing and in accordance with the Statutory Framework for the Early Years Foundation Stage (EYFS), Ofsted requirements and this policy.

Effective date: 1 September 2026 **Review date:** 1 September 2027

Procedure

Obtaining Information About a Child's Needs for Medicines

• Parents/carers must complete a Medication Consent Form before any medicine can be administered.

• The form must include the child's full name and date of birth; medicine name; dosage and method of administration; time/frequency; reason required; known side effects; and the parent/carer's signature and date.

• Medicines must be supplied in the original container and, where prescribed, with the pharmacy/prescription label clearly visible and matching the child.

Keeping Information Up to Date

• Medication records will be reviewed regularly. Parents/carers must tell the setting about any change in medicine or dosage, when medicine is no longer required, or when a new prescription is issued.

• Any changes will be recorded and acknowledged by the parent/carer and a staff member.

Training and Staff Responsibilities

• Medicines or treatments requiring specific medical or technical knowledge, such as an adrenaline auto-injector, inhaler or insulin, will only be administered by staff who are competent and have received appropriate instruction or training.

• Relevant staff training records will be retained.

• Staff must check the child, medicine, dose, route and time before administration and record the administration immediately afterwards. A second staff member should witness the process where practicable.

Prescription and Non-Prescription Medicines

• Prescription medicine will only be given to the child for whom it has been prescribed and in accordance with the instructions provided.

• Non-prescription medicine will only be administered where the setting has agreed it is appropriate, the medicine is supplied in its original packaging, and prior written parental consent has been obtained. The setting will not routinely administer medicines simply to enable an unwell child to remain at the club.

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5. Record Keeping

Every administration of medicine will be recorded on the Medication Administration Record (MAR), including:

- Child's name.
- Date and time of administration.
- Name of medicine and dosage given.
- Name/signature of the staff member administering the medicine and, where used, the witness.
- Any refusal, error, adverse reaction or other relevant information.

Parents/carers will be informed of any medicine administered while their child is in the care of Impact Wrap Around Care.

6. Storage of Medicines

- Medicines will be stored securely, clearly labelled and out of reach of children, while remaining readily accessible to staff in an emergency.

- Medicines requiring refrigeration will be stored in a suitable labelled container in the refrigerator, separate from food where practicable.

- Emergency medicines such as inhalers and adrenaline auto-injectors must be quickly accessible to staff and must not be locked away where this could delay treatment.

- Expiry dates will be checked regularly. Expired or no-longer-required medicine will be returned to the parent/carer for safe disposal.

7. Emergency Situations

If a child has a serious or unexpected reaction, staff will follow the child's healthcare plan where applicable, provide first aid, call 999 when necessary and contact the parent/carer as soon as possible. Any incident will be recorded and reviewed.

8. Review

This policy will be reviewed annually, or sooner where statutory guidance, Ofsted requirements or the needs of the setting change.

Policy active from: 1 September 2026
Next review due: 1 September 2027