



Hilldrop Area Community association
Hilldrop Play Projects - Administering Medication Policy
July 2021

This policy was adopted by HACA in June 2018 and will be reviewed at least every 2 years.	Date of Review: May 2021
Signature of Chair:	

Staff at the Hilldrop Play Project will never administer medication unless we have received a prior written request from the parent/carer. This will include information regarding frequency, dosage, any potential side effects and any other pertinent information about the medication. This policy includes administration of epi-pens and inhalers.

If medication is required, a designated staff member will be responsible for administering the medication or witnessing self-administration by the child concerned. The designated person will also be responsible for ensuring that:

1. Prior consent is has been arranged
2. All relevant details are recorded on the **Medication Form**, which is signed by the parent/ carer
3. The medication is properly labelled and safely stored during the session. All medication should be in its original container, complete with the pharmaceutical label which includes the child’s name, the date, the type of medicine and the dosage
4. Another member of staff acts as a witness to ensure that the correct dosage is given

If possible, children who are prescribed medication should receive their doses at home. Should it be necessary for medication to be taken during sessions at the Play Project, children should be encouraged to take personal responsibility for this. The appropriateness of this should be decided through thorough risk assessment. Please note the Play Project will only give recently prescribed medication.

If a child refuses to take their medication for any reason, staff will not attempt to force them to do so against their wishes. If such a situation occurs, the manager and the child’s parent/carer will be notified, and the incident recorded on the Medication Record.

If a child needs medication requiring specialist knowledge or training, only appropriately trained staff may administer the medication. The safety of the child should be discussed with the parents/carers. If staff require training, it may be necessary to absent the child until such training has been undertaken, to protect the child and provide the best possible care.

If there is any change in the type of medication – whether regarding dosage or other changes to the information given on the Medication Form – a new form must be completed.

Epi-pens and inhalers

- Children with a prescribed epi-pen and/or inhaler are required to leave one of these on site. These are stored safely but accessibly in the Play Project office, in a separate labelled box for each child.
- Children with an epi-pen are listed on the back of the cupboard door, with a photograph and a list of their allergies. All staff are made aware of these children on induction, and trained on administering an epi-pen.
- Children with an inhaler may use it whenever they feel out of breath, and staff are trained to check for correct inhalation.
- Inhalers and epi-pens will always be taken safely on trips, and checked regularly for expiry dates.