



**'At Bright Stars Plymouth CIC we promote equality between all people regardless of their sexual orientation, religion, race, gender or disability'**

Review Date : May 2026

## **Medication Policy**

### **Policy Statement**

While it is not Bright Star Club's policy to care for sick children, who should be at home until they are well enough to return the club, we will agree to administer medicine as part of maintaining their health and wellbeing or when they are recovering from an illness.

In many cases GP's can prescribe medicine which can be taken in the morning and evening, out of the club's time. As far as possible, administering medicines will only be done when it would be detrimental to the child's health if not given at the club.

These procedures are written in line with current guidance in 'Managing Medicines in Schools and Early Years Settings'; the manager is responsible for ensuring all staff understand and follow these procedures.

### **Procedures**

Medicine will only be administered when parents/ carers have filled in and signed a request for medication form (Please see appendices, for a copy of a request to give medication) detailing:

- Child's name
- Date of birth
- Name of medicine
- Dosage
- Times and dates to administer the medicine
- Batch number on the medicine and box
- Expiry date

Only prescribed medication will be administered. It must be in date and prescribed for the child's current condition, with the batch number matching the medication and



packaging. This must be clearly labelled with the child's name and stored safely. No child will be able to administer medication by themselves without a member of staff being present. No child will be forced to take medication if they refuse, if they do this information will be recorded and parents/carers telephoned.

The administration of any medication is recorded accurately each time it is given and is signed by the staff member who administered the medication. Parents/carers are asked to sign the form to acknowledge that it has been given (Please see appendices, page for a copy of a medication form).

The record will include:

- Child's name
- Date
- Age of child
- Name of Medication and strength
- Date and time of dosage
- Dosage given and method
- Signature of staff member and parent/carer

All medication will be stored inside the fridge in a marked plastic box until the parent/carer collects their child when required.

All medication, which is out of date, will be returned back to the parent/carer to be disposed of.

For medication, which requires specific training, all individuals will be required to attend training provided by a health professional.

For children that have long-term medical conditions and may require ongoing medication a risk assessment will be carried out, and parents/ carers asked to contribute to it. A member of staff will be allocated to undergo relevant training to support the child's condition and how to properly administer the medication. This will form part of the risk assessment. Further risks will include any activities that may give cause for concern regarding the child's health and arrangements for taking medication on an outing.

A health care plan will also be drawn up in partnership with the parent/ carer outlining the key person's role and what information must be shared with other staff that cares for the child. It will also include measures to be taken in an emergency.



The health care plan will be renewed every 6 months or more frequently if needed. A copy of the plan will be given to the parent/ carer and asked to sign it.

### **Over the counter Medicines**

The club will not administer any medication containing aspirin unless a doctor has prescribed it.

### **Managing Medicines on a trip or outing**

All medication will be taken in a sealed plastic box clearly labelled with the child's name, name of medication and with a signed copy of the consent form.

For medication that requires to be kept cool, a freezer bag will be taken with ice packs.

### **Further guidance**

Managing Medicines in Schools and Early Years Settings (DfES 2005)

Supporting pupils with medical conditions at school (December 2015)

**This policy will be reviewed annually**

**This policy was updated May 2024**

Signed

(Chairperson)