



Medication Administration Policy:

POLICY STATEMENT:

This policy outlines the guidelines and procedures for the safe and responsible administration of medication to children in our care. The primary objective is to ensure the well-being and health of the children while maintaining compliance with legal requirements and promoting effective communication between parents, caregivers, and staff.

SCOPE:

This policy applies to all children who attend sessions run by XYZ Music Academy LTD and covers prescription and non-prescription medications

AUTHORISATION:

- Medication administration will only be carried out when written consent from the child's parent/guardian is provided. If a child attending XYZ Music Academy LTD sessions requires medication of any kind to be administered during sessions, they must complete a Permission to Administer Medicine Form in advance.

MEDICATION STORAGE:

- Prescribed medication should be provided in its original packaging, complete with the accompanying instructions and information leaflet. The prescription sticker must be affixed, indicating the child's name, date, type of medicine, and dosage. Medication must be in-date.
- Non-prescribed medication should be provided in its original packaging, complete with the accompanying instructions and information leaflet. The packaging must be labelled with the child's name. Medicine must be in-date.
- The member of staff in charge is responsible for ensuring that medication is adequately labelled and stored securely during sessions.
- If children carry their own medication (e.g inhalers) members of staff can offer to keep these safe during sessions until it is required.

MEDICATION ADMINISTRATION:

- Before any medication is given, the designated person will check that the medication is in date, and that written consent to administer the medication has been received. They shall also ask another member of staff to witness that the correct dosage is given.
- Medication administration to children will be exclusively conducted by trained and authorised staff members. In specific situations, parents may provide training to a staff member for administering medication to their child, subject to the signing of a disclosure form. This form will confirm the parent's consent for the designated staff member to administer the medication and verify that adequate training has been provided.
 - The staff member in charge must witness self-administration of medication by the child if self-administration has been declared by the parent/carer as appropriate
 - Medication will be administered as directed on the consent form and following the appropriate schedule. However, if this schedule exceeds the recommended dosage, the medication cannot be administered according to the schedule.
 - Staff members administering medication will document each instance of administration on the Record of Medication Given Form. The child's parent/carer must also sign the form to acknowledge that the medication has been administered.
 - If a child refuses to take their medication, the member of staff will not force them. The manager and parent/carer should be notified and the incident recorded on the Record of Medication Given Form.
 - Any adverse reactions or incidents related to medication administration will be promptly reported to the child's parent/carer and documented.
 - If there is a change to medication dosage/type/schedule the parent/carer must fill out a new Permission to Administer Medicine Form.

EPIPENS:

All our lead staff are trained in paediatric first aid which includes epipen administration. EpiPens and all other medication are kept on site close by the relevant children. Staff are trained in EpiPen administration.

If an EpiPen is used, the child will be transported to hospital.

Children will not be allowed to share food, and parents are instructed not to send food containing nuts in their children's packed lunches. Staff and meal provider to ensure there is no cross-contamination of food.