**Cheeky Monkeys Out of School Club**

Company No 08584692

**Administrating Medicines Policy**

**Administering Medication Policy**

If a child attending Cheek Monkeys Out Of School Club requires prescription medication of any kind, their parent or carer must complete a Permission to administer medicine form in advance. Staff at the Club will not administer any medication without prior written consent.

Cheeky Monkeys Out of School Club will administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. All medication must display the child’s name, the date, the type of medicine and the dosage required. Non prescribed drugs will be administered following the same procedure but will only be administered for a maximum of two days.

A designated staff member will be responsible for administering medication, recording receipt of medication in the **Medication Log** book, will check that the medication is properly labelled and will ensure that it is stored securely during the session.

Before and medication is given, the designated person will:

* Check that the club has received written consent
* Ask another member of staff to witness the correct dosage is given.

When the medication has been administered, the designated person must:

* Record all relevant details in the **Medication Log**
* Ask the parent’ or care to sign to acknowledge that the medication has been given.

If the child refuses to take their medication, staff will not force them to do so. The manager and the child’s parents or carer will be notified, and the incident recorded in the **Medication Log** book.

Certain medications require specialist training before use, e.g. Epi pen. If a child requires such medication the manager will arrange appropriate training. 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).

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| This policy was adopted by:  | Date:  |
| To be reviewed:  | Signed: |

If a child suffers from a long term medical condition the Club 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 the club has a clear statement of the child’s medical requirements.

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Health [3.45-3.46]*