

Administering Medication Policy

If a child enrolled in ASD Stars needs any type of prescribed medication, their parent or guardian must complete a form granting **permission for medication administration** beforehand. Club staff will not administer any medication without prior written consent.

Ideally, children should take their medication before arriving at the Club. If children have their own medication (such as asthma inhalers), parents are requested to hand it over to Club staff for safekeeping until it's needed. Inhalers must be correctly labelled with the child's name.

ASD Stars is authorised to administer only prescribed medication by a doctor, dentist, nurse, or pharmacist. However, medication containing aspirin can only be administered if prescribed by a doctor. All provided medication must have a prescription sticker attached, indicating the child's name, date, type of medicine, and dosage. A designated staff member will oversee medication administration. The designated person will document medication receipt on a **Medication Log**, ensure proper labelling, and secure storage during the session.

Before administering any medication, the designated person will:

- Confirm receipt of written consent from the Club
- Have another staff member witness the correct dosage administration.

After medication administration, the designated person must:

- Document all relevant details on the **Record of Medication Given** form
- Obtain the child's parent or guardian's signature on the form to confirm medication administration.

When returning medication to the child's parent or guardian, the designated person will record this on the Medication Log. If a child refuses medication, staff will not compel them to take it. The manager and the child's parent or guardian will be informed, and the incident will be noted on the **Record of Medication Given**.

Certain medications require specialized training before use, such as EpiPens. If a child requires such medication, the manager will arrange appropriate training promptly. It might be necessary to temporarily exclude the child until training is completed. Only appropriately trained staff may administer medications requiring specialist training.

If there are any changes to a child's medication (including dosage or frequency), the child's parent or guardian must complete a new **Permission to Administer Medication form**.

If a child has a long-term medical condition, the Club will request a medical care plan from their doctor to specify symptoms and treatment, ensuring clarity on the child's medical needs.

This policy was established by: ASD Stars	Date: 20/10/2024
To be reviewed: 1/09/2026	Signed:

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