



Administration of Medicines Policy

Designated Safeguarding Leads (DSL): Zara Bouait & Nick Komey

Emergency Contact Number: 07555 539376

Emergency Backup (Westminster MASH): 020 7641 4000

Last Reviewed: May 2026 | **Next Review:** September 2026

Purpose

Kids Adventure Days is committed to ensuring the safety, welfare, and well-being of all children in our care. This policy outlines how medication is managed and administered safely within our settings, in line with safeguarding requirements and best practice.

This policy works alongside our safeguarding, Health & Safety, and Illness Policies.

Scope

This policy applies to all Kids Adventure Days provisions, including:

- After-school clubs
- Holiday Club

General Policies

- Medication will only be administered where necessary
- Wherever possible, medication should be given at home

- Written consent from parents/carers is required before any medication is administered
- All medication must be provided by the parent/carer
- Staff are not medically trained professionals, but will follow clear procedures to ensure safety

Over-the-Counter Medication

Kids Adventure Days does not routinely administer over-the-counter medication

Exceptions may include:

- Paracetamol (e.g. Calpol) in limited circumstances
- Medication required for immediate comfort or well-being

In these cases:

- Written parental consent must be provided
- Dosage instructions must be clearly stated
- Medication must be in its original packaging and be in date

We reserve the right to refuse administration if it is not appropriate or safe

Prescribed Medication:

Prescribed medication will only be administered if:

- It is in the original container
- It has a clear pharmacy label showing:
 - Child's name
 - Medication name
 - Dosage and instructions
- It has been prescribed specifically for that child

Medication must not be transferred into other containers

Parental Responsibilities

- Complete a medication consent form
- Provide accurate and up-to-date medical information
- Ensure medication is clearly labelled and in date
- Provide any necessary equipment (e.g. inhalers, EpiPens)
- Inform staff of any changes to their child's condition

Parents remain responsible for ensuring their child is well enough to attend

Staff Responsibilities

Staff must:

- Check written consent before administering medication
- Confirm the child's identity
- Follow dosage instructions exactly
- Record all medication given
- Ensure medication is administered safely and appropriately

Where possible, medication administration should be witnessed by a member of staff

Only trained and authorised staff will administer medication

Administration Procedure

When administering medication, staff will:

- Check the child's name and medication details
- Follow instructions provided by the parent/carer or prescription label
- Administer the correct dose at the correct time
- Record the administration immediately

The Two-Person Rule: All medication must be administered by a lead staff member and witnessed by a second staff member. Both must verify the child's identity, the medication name, and the dosage against the written consent form.

Verification: Before administration, staff will check that the medication is in its original packaging, in date, and specifically labelled for that child by a pharmacist (for prescribed items).

Training: Only staff who have completed the Club's "Administration of Medicine" induction and have their names on the Authorised Personnel Log are permitted to lead the administration.

Records will include:

- Child's name
- Medication name
- Dosage
- Time and date
- Staff signature

Emergency Medication:

For children with medical conditions such as asthma or severe allergies:

- Emergency medication (e.g. inhalers, EpiPens) must be easily accessible at all times
- Staff will follow any individual healthcare plan provided
- In an emergency, medication will be administered without delay
- Emergency services will be contacted if required
- Parents/carers will be informed immediately

Emergency Medication: Emergency items, such as EpiPens and Inhalers, must never be locked away. They will be kept in a clearly labelled, unlocked "Emergency Grab Bag" or container located in the Club. This location must be known to all staff but remain inaccessible to children.

In life-threatening situations, staff will act in the best interests of the child

Storage of Medication

- Medication will be stored securely and out of reach of children
- Emergency medication will remain accessible
- Staff will ensure medication is stored according to instructions

Standard Medication: All non-emergency medication (e.g., antibiotics, paracetamol) must be stored in a secure, locked cabinet or a dedicated staff-only refrigerator (if required), kept out of reach of children.

Medical Brought from Home

- All medication must be handled by a member of staff
- Medication must not be left in children's bags
- Staff will check the medication before accepting it

Refusal or inability to Administer Medication

If a child refuses medication:

- Staff will not force the administration
- Parents/carers will be informed

If Medication cannot be administered safely:

- Parents/carers will be contacted
- The child may need to be collected

Recording and Monitoring

- All medication administered will be recorded
- Records will be stored securely in line with the Data Protection Policy
- Records may be reviewed to ensure safe practice

Disposal of Medication

- Unused medication will be returned to parents/carers
- Kids Adventure Days does not dispose of medication directly

Monition and Review

The policy will be reviewed annually or sooner if required to ensure it remains compliant with safeguarding guidance and best practice.