Kalm Minds

# Administering Medication Policy

If a child attending Kalm Minds requires prescription medication of any kind and / or has any medical conditions such as asthma or allergies, we are required to be made aware of this using the registration/ booking form. If these have not already been disclosed on your registration booking forms we ask that you let us know on arrival.

Any medication brought onto the site must be given to a course leader for safe-keeping. Children must be able to administer their own medication when required.

Ideally children should take their medication before arriving at the Club. If this is not possible, children must be able to administer their own medication and take personal responsibility for their medication, if appropriate. If children carry their own medication (eg asthma inhalers), the Club staff will offer to keep the medication safe until it is required. Inhalers must be labelled with the child’s name.

A designated staff member will be responsible for witnessing self-administration by the child. The designated person will record receipt of the medication on a **Medication Log**, will check that the medication is properly labelled, and will ensure that it is stored securely during the session.

Before any medication is used the designated person will:

* Check that the Club has received written consent for the child to self administer

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

* Record all relevant details on the **Record of** **Medication** form
* Ask the child’s parent or carer to sign the form to acknowledge that the medication has been self administered.

When the medication is returned to the child’s parent or carer, the designated person will record this on the **Medication Log**.

If a child refuses to take their medication, staff will not force them to do so. The manager and the child’s parent or carer will be notified, and the incident recorded on the **Record of** **Medication self administered.**

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| This policy was adopted by: Kalm Minds | Date: 12th April 2018 |
| To be reviewed: April 2019 | Signed: L Winstanley |

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