



Administering Medication Policy

If a young person attending Moor Time 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 such prior written consent. Young people that rely on life saving medications, such as EpiPens, buccal midazolam or inhalers will not be able to attend Moor Time unless they bring their medication to each session. Care plans must be provided by parents/carers.

Ideally young people should take their medication before arriving at the Club. If this is not possible, young people will be encouraged to take personal responsibility for their medication, if appropriate. If the young person carries 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 young person's name.

Moor Time can only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. However, if a medicine contains aspirin we can only administer it if it has been prescribed by a doctor. All medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage. We will not administer out of date medication.

A designated staff member will be responsible for administering medication or 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 given, the designated person will:

- Check that the Club has received written consent
- Ask another member of staff to witness that the correct dosage is given.
- Follow the care plan provided by the parent/carer

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

- Record all relevant details on the Record of Medication Given form
- Ask the child's parent or carer to sign the form to acknowledge that the medication has been given.

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 Given.

Certain medications require specialist training before use, eg Epi Pens. If a child requires such medication the manager will arrange appropriate training as soon as possible. It may be necessary to absent the child until such training has been undertaken. Where specialist training is required, only appropriately trained staff may administer the medication. For young people with complex medical needs, a trained registered nurse will be onsite for our medical needs sessions.

A young person'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). It is the responsibility of parents and carers to provide up to date care plans for each session that the young person attends.

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.

This policy was adopted by: Moor Time	Date: 01/2024
To be reviewed: 01/2025	Signed: Moor Time Trustees 