

Medication will never be given without the prior written request of the parent/carer, which will include frequency, dosage, any potential side effects, quantity of medications handed over and any other pertinent information. Medication will only be administered if it is prescribed by a Medical professional and the prescription label is visible.

A member of staff will be assigned to administer medication for each individual child concerned. They will also be responsible for ensuring that:

- Prior consent is arranged on the permission to administer medication form.
- Take steps to check when the last dosage was given.
- That the medication contains prescription label and safely stored in a plastic box which includes the name and a photo of the child.
- Another member of staff acts as a witness to ensure that the correct dosage is given.
- Staff cannot give dosages that are different to the Medical professional's label or the allowed amounts for the age of the child.

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

- All necessary details are recorded on the **Medication Form** and kept in the medical folder and locked away.
- Ask the parent/carer to sign the medical log to acknowledge 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 medical log.

If there is any change in the type of medication – whether regarding dosage or other changes to the information given on the **Medication Form** – a new form must be completed.

Wherever possible, children who are prescribed medication should receive their doses at home.

Where children carry their own medication (asthma pumps or insulin for example), the Club recommends that staff hold onto the medication until it is required. This is to minimise possible loss of medication and to ensure the safety of other children. Inhalers should always be labelled with the child's name. Medication will be stored in a locked cupboard within club.

If for any reason a child refuses to take their medication, staff will not attempt to force them to do so against their wishes. If and when such a situation occurs, the Manager and the child's parent/carer will be notified, and the incident recorded on the Medication Record.

If a child has asthma, then the parent/carer must give as much information as possible on the medical section when registering on Magic Bookings, and the child must have an inhaler with them at all times while at the club.

If a child has allergies then a description of the symptoms should be detailed in full on the medical section of the registration form, allowing us to recognise the signs of any reaction and to pass on to emergency services should the need arise.

Specialist Training

The club staff may require additional training for some medication for example an Epi-Pen, diabetes medication etc..... The manager will ensure this training is given at the earliest opportunity. The safety of the

child should be discussed with the parents / carers. If staff are not trained, it may be necessary for the child not to attend while training is sought in order to protect the child.
If a child needs medication requiring specialist knowledge or training only trained staff may administer the medication.

Long term conditions

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.

Please note; a Medical professional may be a doctor, dentist, nurse or pharmacist.

This policy was adopted by: Smartkidz Play and Learn	Date: August 2025
To be reviewed: August 2026	Signed: 

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2025):
Safeguarding and welfare requirements: Health [3.58 – 3.61]*

SMARTKIDZ PLAY AND LEARN
Permission to Administer Medication



Child's name:	Date of birth:
Child's address:	
Parent's contact no:	
Doctor's name:	Telephone no:
Address of surgery:	
Reason for medicine:	
Name of medicine:	Storage requirements:
Dosage:	Quantity of medication received:
Times to be administered:	

Staff member checked and taken medication: _____

Staff signature: _____

- Staff at the Smartkidz Play and Learn will only be permitted to administer medication to your child if you complete and return this form.
- Under no circumstances will members of staff administer medication against the will of a child.
- Note that we can only administer most medication prescribed by a medical professional containing a prescription label. We will administer certain un-prescribed medication on a case by case basis.
- Please read out administering medication policy for more information.

I give permission for medicine to be given to my child in accordance with the details above.

Parent's signature: _____

Parent's name: _____

Date: _____

SMARTKIDZ PLAY AND LEARN

Record of medication given

If you have any concerns or questions, please contact the Smartkidz Play and Learn manager.

Date				
Time Given				
Dose Given				
Name of staff Member				
Staff member sign				
Witness initials and sign				

Date				
Time Given				
Dose Given				
Name of staff Member				
Staff member sign				
Witness initials and sign				

Date				
Time Given				
Dose Given				
Name of staff Member				
Staff member sign				
Witness initials and sign				

Please sign that the medication has been handed back to the parent or carer

Parent Signature _____ Staff Member Signature _____