



## FunnClubb - Medication Administration Policy

### 1. Our Commitment

The FunnClubb LTD is committed to ensuring the health and well-being of all children. This policy outlines the strict procedures we follow for the administration of medication to ensure the safety of every child in our care.

### 2. Key Principles

- **Prescribed Medication Only:** As a general rule, we will only administer medication that has been prescribed by a doctor, dentist, nurse, or pharmacist.
- **Written Consent is Mandatory:** We **cannot** administer any medication without prior written consent from the parent/carer for each and every medicine. This can be done via text messaging services such as WhatsApp
- **Staff Responsibility:** Only the on-site Lead Coach or the Designated First Aider are authorised to administer medication to children.

### 3. Procedure for Administering Medication

1. **Parental Consent:** The parent/carer must inform us of;
  - The child's name and date of birth.
  - The name of the medication.
  - The prescribed dosage and administration times.
  - The parent's signature.
2. **Storage:** All medication must be provided in its original container, clearly labelled with the child's name and prescribed dosage. It will be stored securely. Emergency medication (see below) will be kept in a separate, unlocked but secure location for immediate access.

### 3. **Administration:**

- The authorised staff member will administer the medication at the prescribed time.
  - They will check the dosage and consent form carefully.
  - A second coach will witness the administration where possible.
4. **Recording:** The staff member will immediately record the administration on the "**Medication Log.**" The log will state the date, time, dosage given, and the name of the staff member who administered it.
5. **Parent Sign-off:** The parent/carer will be asked to countersign the Medication Log at pick-up to confirm they have been informed.

### 4. **Emergency Medication (Inhalers & EpiPens)**

- **Immediate Access:** Emergency medication such as asthma inhalers and adrenaline auto-injectors (EpiPens) will be stored securely but not locked away, ensuring they are immediately accessible to all staff in an emergency.
- **Staff Training:** All staff are made aware of which children require emergency medication during the morning briefing. Staff who are trained in the use of EpiPens will be identified.
- **Action Plan:** For children with severe allergies, we will work with parents to have a clear action plan in place.

#### Policy Review

This policy will be reviewed annually, or sooner if there are any changes in legislation or guidance.

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