



# Administering Medication Policy



## Activity Camp

### Administering Medication Policy

If a child attending Activity Camp requires prescription medication of any kind, their parent or carer must complete a **Permission to administer medicine** form in advance. Staff at the camp will not administer any medication without such prior written consent.

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

Staff at Activity Camp 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.

The Activity Camp Co-ordinator will be responsible for administering medication or for witnessing self-administration by the child. The Activity Camp Co-ordinator 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 Activity Camp Co-ordinator will:

- Check that the camp has received written consent
- Ask another member of staff to witness that the correct dosage is given.

When the medication has been administered, the Activity Camp Co-ordinator 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 Activity Camp Co-ordinator will record this on the **Medication Log**.

If a child refuses to take their medication, staff will not force them to do so. The Activity Camp Co-ordinator 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. Where specialist training is required, only appropriately trained staff will administer the medication. If a child requires medication which requires specific/additional training, the Activity Camp Co-ordinator will arrange appropriate training as soon as possible. It may be necessary to absent the child until such training has been undertaken.

A child'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).

If a child suffers from a long term medical condition the Activity Camp 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 Activity Camp has a clear statement of the child's medical requirements.

## Activity Camp

### Permission to Administer Medication

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

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

Parent's signature: \_\_\_\_\_

Parent's name: \_\_\_\_\_

Date: \_\_\_\_\_

- Staff at the Activity Camp 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.
- We can only administer prescription medication if it has been prescribed for the child in question by a doctor, dentist, nurse or pharmacist. Note that we can only administer medication containing aspirin if prescribed by a doctor.

If you have any concerns or questions, please contact the Activity Camp Co-ordinator.

