



Administering Medication Policy

If a child/young person attending [Take 2](#) requires prescription medication of any kind, their parent or carer must complete a **Permission to administer medicine** form in advance. Staff at the Take 2 will not administer any medication without such prior written consent.

Ideally children/young people should take their medication before arriving at the Take 2. If this is not possible, children/young people will be encouraged to take personal responsibility for their medication, if appropriate. If children carry their own medication (e.g., asthma inhalers), the Take 2 staff will offer to keep the medication safe until it is required. Inhalers must be labelled with the child's name.

[Take 2](#) 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/name of medicine and the dosage.

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 the **Record of Medication Given** form, will check that the medication is properly labelled, and will ensure that it is stored securely during the session. This will then be placed in a locked box and kept in the boot of the car.

Before any medication is given, the designated person will:

- Check that Take 2 has received written consent
- Ask another member of staff to witness that the correct dosage is given.
- Ensure controlled medication is stored in a locked box locked in the boot of the vehicle staff and young person are travelling in when out on activities.
- When using hubs, the controlled medication is to be stored in a locked filing cabinet in the office.

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

- Record all relevant details on the **Record of Medication Given** form
- Ask the child/young person's parent or carer to sign the form to acknowledge that the medication has been given on return to home or school.

When the medication is returned to the child/young person's parent or carer, the designated person will record this on the **Record of Medication Given**.

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, e.g., Epi Pens. If a child/young person requires such medication the manager will arrange appropriate training as soon as possible. It may be necessary to absent the child/young person until such training has been undertaken. Where specialist training is required, only appropriately trained staff may administer the medication.

A child/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).

If a child suffers from a long-term medical condition the Take 2 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 Take 2 has a clear statement of the child's medical requirements.

This policy was adopted by: Take 2	Date: 01.09.21
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