



Administration of Medication Policy

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Policy Statement

Play Inclusion Project believes that the wellbeing of the children and young people who attend our activities to be paramount. We recognise that due to the complex medical needs of the children and young people we support that some children and young people may need to take medication during their time with us. Play Inclusion Project will ensure that there is always a member of staff either trained and/or willing to administer medication present at each session.

Administration of Medication

A Medication Form must be completed and signed by a parent/carer for every child that attends a session. This includes children who do not require any medication during the day or at all.

Medication can only be accepted for children with an on-going non-infectious medical condition, where a course of medication is being completed, or medication is required to be taken on a long-term daily basis.

A handover of medication form must be completed each day that medication is brought to a session and the following must be recorded:

- Child's name
- Child's DOB
- Name of medication
- Strength
- Dosage
- Date medication was dispensed
- Period prescribed for
- Time of last dose
- Time of next dose

All medication should be brought in original packaging confirming child's name dosage and frequency.

The Area Manager/Group Supervisor will store medication away from children and ensure where possible they are locked away.

The Area Manager/Group Supervisor will always check the child's care plan, medication form, handover of medication form and packaging to ensure that the correct dose is administered.

Medication will only be administered if:

- o There is a member of staff present who is willing to do so
- o The appropriate medication form and handover of medication form has been completed
- o the medication is supplied by the parent/carer in the original packaging
- o the child's name and dose is visible on the packaging
- o the medication is 'in date' and within the prescribed period
- o the dose does not exceed manufacturers dosage instructions
- o only one dose will be given on any one day

Procedure

1. Medication must be administered in a separate room, away from the rest of the group whenever possible.

Only one child/young person is to be given medication at any time

2. Every time medication is administered, the Area Manager will enter onto an Administration of Medication form the following:
 - o the name of the medication administered
 - o the dosage
 - o time given

This will then be checked by the Group Supervisor or the child's support worker for that day.

3. Only after the Administration of Medication Form has been completed and the medication has been thoroughly checked by the Area Manager and a second member of staff should medication be administered. After administering medication, the Administration of Medication Form must be signed and dated by the person administering the medication and the person who witnessed the medication being given.
4. When correct procedures are followed, staff will not be responsible for any complications as a result of the medication administered.
5. If a child refuses to take medication, staff will not force them to do so but will record it on the administration of Medication form. Parents will be informed of the refusal on collection of their child.

Rescue Medication

- If a child has a seizure, the Area Manager will follow the details contained in the child's Epilepsy care plan and time the length of the seizure.
- Area Managers have been trained to administer Buccal Midazolam. The medication will be administered into the buccal cavity and rubbed in through

the cheek, with half being administered on one side of the mouth and half on the other.

- If a child or young person is having a seizure, rescue medication will be administered at 5 minutes and an ambulance will be called.
- An ambulance will be called sooner if a child's epilepsy care plan states it is necessary.
- As with all medication the child's name must be on the box/packaging and the paper seal must not be broken. The above procedure for administering medication will be followed.

**NO MEDICATION WILL BE ADMINISTERED WITHOUT THE PRIOR WRITTEN
CONSENT OF PARENTS/CARERS**