



Safe Hands Afterschool Club

Administration of Medications Policy



Approved by: Melanie Lawlee

Date: 24/03/2026

Review Date: 24/03/2027

1. Policy Statement

Safe Hands Afterschool Club is committed to ensuring that children's health and well-being are protected while they are in our care. Where children require medications during club hours, these will be managed safely, in line with the **Early Years Foundation Stage (EYFS) statutory framework 2025** and other relevant legal guidance.

This policy ensures that medicines are administered correctly, with parental consent, appropriate record-keeping, staff training and storage arrangements to safeguard all children.

2. Legal & Statutory Framework

This policy reflects the following legal and statutory requirements:

- **EYFS Statutory Framework 2025**, which requires settings to have and implement procedures for administering medicines; to obtain and keep up-to-date information about children's medication needs; to keep written records; and to ensure staff receive appropriate training where medical/technical knowledge is required.
 - General legal duties under the **Childcare Act 2006** and related regulations for promoting children's health and welfare.
 - Safeguarding obligations under **Working Together to Safeguard Children** guidance.
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3. Purpose and Scope

This policy provides:

- Procedures for **safe receipt, storage, administration and recording** of medication.
- Standards for **staff training** where required.
- Clear guidance for **parents/carers** on providing and consenting to medicines.

It applies to all children attending Safe Hands Afterschool Club and to all staff involved in managing medication.



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4. Definitions

Prescription medicines – medicines prescribed by a doctor, dentist, nurse or pharmacist for use by a specific child.

Non-prescription medicines – medicines purchased over the counter that are still only administered with appropriate written permission.

Medication record – A written record documenting the administration of medication to a child.

5. Principles

- Managers and First Aiders will be informed and instructed by the senior manager Melanie Lawlee if the administration of medication is required.
 - Medicines will **only be administered when necessary**, and not as routine unless required for the child's health.
 - Prescription medicines will **only be given when prescribed for that child** and in their original container with the prescriber's instructions.
 - Non-prescription medicines (e.g., pain relief) will only be given when requested by a parent/carer with **written consent for that particular medicine**.
 - Written consent for medication must be obtained from the child's **parent or carer** before administration.
 - A record will be kept **each time a medicine is administered** and parents/carers informed on the same day or as soon as reasonably practicable.
 - Staff will not administer medicines unless they are competent to do so and have appropriate training if the medicine requires medical or technical knowledge.
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6. Procedures

6.1 Parental Responsibility and Consent

Parents/carers must:

- Complete a **Medication Consent Form** before any medicine is administered.
 - Supply medication in the **original container**, clearly labelled with the child's name and instructions.
 - Notify the club of the **dose, time and any last administration** before arrival.
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6.2 Receiving and Checking Medicines

On receiving medication, staff must:

- Check the **child's name and dose instructions**.
- Confirm the **expiry date** and that the medicine is in its original container.



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- Complete the club's internal **medication register** entry for receipt.
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6.3 Storage of Medicines

Medicines will be stored:

- In a **secure, locked location** inaccessible to children.
 - In line with manufacturer's instructions (e.g., refrigerated if required).
 - Emergency medicines (e.g., inhalers, epinephrine auto-injectors) will be kept accessible to staff but out of children's reach.
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6.4 Administering Medicines

- Only named and trained staff will administer medication.
 - The staff member administering the medicine must check and record the following "five rights":
 1. Right child
 2. Right medicine
 3. Right dose
 4. Right time
 5. Right route
 - A **Medication Administration Record** will be completed at the time of administration.
 - Any refusal or error must be reported to the Manager immediately.
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6.5 Record-Keeping and Information Sharing

For every medication administered, records will include:

- Child's name
- Name of the medicine
- Dose and time given
- Name and signature of staff administering
- Any reactions or notes
- Parent/carer informed (yes/no and time)

Records will be stored securely and accessible to the Manager, staff and inspectors.

6.6 Staff Training

Staff involved in administering medicines will:



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- Receive induction and ongoing **training on procedures**.
 - Be trained in administering **special medical treatments** (e.g., EpiPens) where necessary.
 - Confirm that they are confident and competent before administering medicines.
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7. Special Medical Needs

Where children have ongoing health conditions (e.g., asthma, allergies), an **Individual Healthcare Plan (IHP)** will be developed in conjunction with the parent/carer and health professionals to outline specific medication routines, allergies and emergency procedures.

8. Emergencies and Medical Errors

- If a child has an **adverse reaction**, first aid will be given and the parent/carer and relevant emergency services contacted.
 - Any **medication errors** must be reported to the Manager immediately and documented.
 - Parents/carers will be informed as soon as reasonably practicable.
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9. Review of Policy

This policy will be reviewed at least **annually** or sooner if required by changes in legislation, statutory guidance or as a result of an incident.

10. Related Policies

- Health and Safety Policy
 - Safeguarding Policy
 - Data Protection and Confidentiality Policy
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References

- EYFS Statutory Framework 2025: requirements on administering medicines, parental consent, record keeping and staff competencies.