Funzone

## Medication Policy

If a child attending Funzone requires medication of any kind, their parent or carer must complete a medication form in advance. Staff at the club will only administer medication if they receive the details of the medication, dosage and time of dosage in writing. The consent may cover a number of days if necessary or may be ongoing.

Ideally children should take their medication before arriving at Funzone. 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), Funzone staff will offer to keep the medication safe until it is required. Inhalers must be labelled with the child’s name.

All medication (including staff medication) will be kept in a box on a high shelf in the Funzone store cupboard unless it must be kept refrigerated.

**Prescription medication**

Funzone staff must only administer medication that has been prescribed by a doctor, dentist , nurse or pharmacist if a medicine contains aspirin, we can only administer if it has been prescribed by a doctor. All prescription medicine provided must have a prescription sticker attached which includes the child’s name, date, they type of medicine and the dosage.

**Non-prescription medication**

If a child requires non-prescription medication to be administered, we will consider this on a case by case basis after careful consideration with the parent/carer. We reserve the right to refuse to administer non-prescription medication.

If the administration of prescription medicines requires technical/medical knowledge then individual training must be provided for Funzone staff from a qualified health professional. This training must be specific to the individual child concerned and will be arranged by Funzone in conjunction with the child’s parents.

Once a medication form has been completed an alarm clock will be set to notify Funzone staff that it is time for the medication to be administered.

**Procedure for administering medication**

A supervisor will always administer medication, or will witness the child administering the medicine themselves if they are over 8 and their parents have signed to allow them to do so, with a witness present. The medication form will be read aloud to both witness and child prior to administration, to ensure that the medicine and the dosage to be given is correct.

Before any medication is given, the supervisor will:

* Check that Funzone has received written consent of the medicine to be administered
* Take steps to check when the last dosage was given
* Ask another member of staff to witness that the correct dosage is given

After the medicine has been given, the medication form will be completed with the details of the medicine, dosage and time given. This will be signed by both the supervisor and the witness. The parent will also sign the form to acknowledge that they have been told that the medicine was administered.

Parents/carers are responsible for ensuring that they take their child’s medication home with them.

**This policy was reviewed on 13th September 2025**

Written in accordance with the *Statutory framework for the Early Years Foundation Stage (2025): Safeguarding and Welfare requirements: Health [3.58 - 3.61]*