

1. Policy Statement

The Afterschool Service is committed to supporting the health, safety and wellbeing of all children attending the service. Where it is necessary for a child to receive medication during the time they attend the service, staff will follow clear procedures to ensure medication is administered safely and appropriately.

This policy is available to and communicated with all parents, guardians and school age children, and is implemented in line with:

- Child Care Act 1991 (Early Years Services) Regulations 2016
- The service's Child Safeguarding Statement and Child Protection Policies
- Relevant HSE guidance on the safe administration of medication

The administration of medication will always prioritise the best interests, safety and welfare of the child.

2. Written Consent from Parents/Guardians

Medication will only be administered with prior written consent from a parent or guardian.

Parents/guardians must complete a Medication Consent Form before any medication can be administered to a child while attending the service.

The completed consent form must be provided to the service before medication is administered and must be kept on file.

The Medication Consent Form is attached as Appendix 1 at the end of this policy.

3. Self-Administration of Medication by Children

Where a child is required to self-administer medication (for example asthma inhalers or similar medication):

- Parents/Guardians must provide written details of the medication.
- Written consent must confirm that the child is capable of administering the medication safely.
- Clear instructions for use must be provided.

The service will carry out a risk assessment and maintain clear written instructions and recording procedures to support any self-administration arrangement.

Staff will supervise the child where appropriate.

4. Procedures Before, During and After Administration of Medication

Before Administration

Staff must:

- Check the Medication Consent Form.
- Confirm:
 - Correct child
 - Correct medication
 - Correct dosage
 - Correct time
- Check the expiry date of the medication.
- Ensure the medication is clearly labelled with the child's name.

During Administration

Staff will:

- Administer the medication according to the written instructions.
- Ensure the medication is given in a calm and safe environment.

After Administration

Staff will:

- Record the medication administered in the Medication Administration Record.
- Include:
 - Name of child
 - Medication administered
 - Dose

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- Time
- Date
- Name and signature of staff member administering the medication
- Return medication to the designated storage location.

5. Staff Training

Staff members involved in administering medication will:

- Receive training, instruction and guidance in the safe administration of medication appropriate to their role as part of staff induction and reviewed regularly.
- Be familiar with the service's medication administration procedures.
- Be aware of potential risks associated with medication administration.
- Where a child has a specific medical condition requiring specialist medication (e.g. adrenaline auto-injector or asthma inhaler), staff will receive condition specific training or instruction from an appropriately qualified person, parent/guardian or healthcare professional where available.

6. Emergency Procedures (Including Allergic Reactions)

If a child experiences a medical emergency or allergic reaction, staff will follow either the service's emergency procedures or the procedure as directed by the parent/guardian (see individual emergency procedures in the appendix log):

1. Staff will immediately assess the situation and remain with the child.
2. Prescribed emergency medication will be administered in accordance with the child's Emergency Medication Care Plan.
3. Emergency Services (999 or 112) will be contacted immediately where required.
4. The child's parent(s) and/or guardian(s) will be contacted immediately.
5. Staff will continue to monitor and reassure the child until emergency services and/or parents arrive.

6. Details of the incident, medication administered and actions taken will be recorded on the service Incident Report Form.
7. The Service Manager will review the incident and implement any necessary follow-up actions

All emergencies will be handled in accordance with the service's Child Safeguarding and Health & Safety procedures.

7. Medication Records

A written record will be maintained each time medication is administered to a child attending the service.

Records will include:

- Name of child
- Name of medication
- Dosage administered
- Date and time of administration
- Name and signature of staff member administering medication
- Any observations or side effects

These records will be stored securely and available for inspection if required.

8. Storage of Medication

Medication will be stored safely to prevent access by children.

- Medication will be kept in a designated secure storage area.
- Refrigerated medication will be stored in a clearly labelled container in a refrigerator where required.
- Emergency medication (e.g. inhalers, adrenaline auto-injectors) will be stored in an accessible but safe location known to staff.

All medication must be provided in its original labelled container with instructions from pharmacy and clearly labelled with the child's name.

9. Self-Administration Arrangements

Where an arrangement is in place for a child to administer their own medication, the service will maintain:

- Written parental consent
- Clear written instructions
- A risk assessment for the arrangement
- A record of medication administration or supervision

Staff will ensure the arrangement supports the child's safety and wellbeing.

10. Disposal of Medication

Medication that is:

- Out of date
- No longer required
- Uncollected after a child leaves the service will be returned to the parent/guardian where possible.

Where medication cannot be returned, it will be disposed of safely in accordance with pharmacy or medical disposal guidance.

A record of medication disposal will be maintained.

11. Child Safeguarding Considerations

The administration of medication will always be carried out in a manner that:

- Protects the health, safety and welfare of the child.
- Is consistent with the service's Child Safeguarding Statement and child protection procedures.
- Ensures appropriate supervision and accountability of staff.

Any concerns regarding a child's wellbeing identified during medication administration will be reported in accordance with the service's safeguarding procedures.

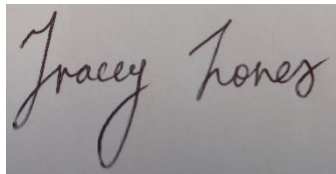
12. Policy Review

This Administration of Medication Policy will be reviewed at least every two years or sooner if changes occur in legislation, guidance or service practices.

Date Adopted: 7th September 2026

Review Date: 1st September 2028

Signed:

A handwritten signature in black ink that reads "Tracey Jones". The signature is written in a cursive style and is positioned above a horizontal line.

Tracey Jones - *Manager / Service Provider*
Acting Principal of Newtownwhite ETNS

