



Testlands, Green Lane • Southampton, Hampshire
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Administering medications policy

Wherever possible, children who are prescribed medication should receive their doses at home. Staff will not administer medication to a child unless it is prescribed by a GP, dentist, nurse or pharmacist, and enclosed in the original packaging with the child's name and prescription details attached. Staff will not administer medication unless the request to do so is from the child's parent or carer and is given in writing at the start of a session, stating frequency and dosage. Parents/carers can make such a request in writing to our senior leader. Non-prescription medication can be administered, but only with the prior written consent of the parent/carers to our senior leader. Children will never be given medicines containing aspirin unless it is prescribed by a doctor.

Staff have the right to decline such a request from a parent/carers if they are in any way uncomfortable with this. Testlands is likely to decline a request from parents/carers to administer medication where this involves technical knowledge or training.

Medication will never be given without the prior written request of the parent/carers and a written and signed instruction from the child's GP, dentist, or nurse if appropriate, including frequency, dosage, any potential side effects and any other pertinent information.

Procedure for administering medication

All medicines will be stored strictly in accordance with product instructions and will either be kept in a secure place out of reach of the children or in the fridge out of reach of the children.

A member of staff will be assigned to administer medication for each individual child concerned.

They will also be responsible for ensuring that:

- prior consent is arranged.
- all necessary details are recorded.
- that the medication is properly packaged, labelled and safely stored during the session.
- another member of staff acts as a witness to ensure that the correct dosage is given.
- parents/carers sign in the [medication record](#) to acknowledge that the medication has been given.

If for any reason a child refuses to take their medication, staff will not attempt to force them to do so against their wishes. If such a situation occurs, the senior leader and the child's parent/carers will be notified, and the incident recorded in the [medication record](#).

If there is any change in the type of medication – whether regarding dosage or other changes to the information given on the [administering medication form](#) – a new form must be completed.

Full details of all medication administered at Testlands, along with all administering medication forms, will be recorded and stored in the medication record folder.

Last reviewed: September 2021

Date of next review: September 2022