



## MEDICAL ADMINISTRATION POLICY

### Administering Medication & Supporting Children with Medical Conditions

360 Vision is committed to ensuring that children with medical conditions are properly supported boundaries to access wraparound and out-of-school provision are as non-existent as possible. Medication is a requirement for some children, in order to participate in our provision. This policy shows the arrangements for supporting children with medical conditions and how we administer medication safely during our sessions in line with statutory guidance.

#### General Principles

- Children with medical conditions will be supported to participate fully in wraparound provision.
- Medication will only be administered where it is *essential* during the hours the child is in our care
- Medication will not be given without written parental consent
- Only trained and authorised staff will administer medication who are comfortable with this role.
- Children will not be forced to take medication
- *Where possible, medication should be administered outside of our session times, however this will not prevent medication being given where it is required during wraparound hours*

#### Parents/carers must:

- Inform 360 Vision of any medical condition that may affect their child during wraparound provision
- Provide medication in the original container, clearly labelled with:
  - Child's name
  - Name of medication
  - Dosage, timing and method
- Complete and sign a Medication Consent Form (see below)
- Ensure medication is in date and replaced as required
- Inform us immediately of any changes to medical needs or medication

#### Staff Responsibilities

- Staff will only administer medication if they have received appropriate training and feel competent to do so
- Staff will follow the agreed procedures and any Individual Healthcare Plan (IHP)
- Medication administration will be recorded each time it is given (See below)

- Any concerns, refusals, errors or adverse reactions will be reported immediately to the Manager and/or Designated Safeguarding Lead (DSL)

Staff cannot and will not be required to administer medication unless they are appropriately trained and confident to do so.

### Individual Healthcare Plans (IHPs)

Where a child has:

- A long-term medical condition
- Complex medical needs
- Medication or procedures required during wraparound hours
- Potential emergency needs

An Individual Healthcare Plan will be agreed with parents/carers and, where appropriate, healthcare professionals.

The plan will include:

- Details of the condition
- Medication and support required during wraparound provision
- Signs of deterioration and emergency action
- Staff roles and responsibilities

### Storage of Medication

- Medication will be stored securely and out of children's reach at appropriate temperatures (usually below 25degrees or refrigerated)
- Emergency medication (e.g. inhalers, adrenaline auto-injectors) will be readily accessible but secure.
- Medication requiring refrigeration will be stored appropriately
- Children who are competent may carry and self-administer emergency medication with parental agreement and with communication to the setting a form will still be required.

### Administration of Medication

When administering medication, staff will check:

- The correct child
- The correct medication
- The correct dose
- The correct time
- The correct method

Where possible, two members of staff will be present, particularly for EYFS children.

### Errors, Refusals and Emergencies

- Any refusal or error will be recorded and parents informed
- In the event of a medical emergency, first aid will be administered and emergency services contacted where necessary

- Serious incidents will be reported to Ofsted, and to the HSE under RIDDOR where applicable

### Record Keeping

A written record will be kept of:

- Medication received
- Medication administered (date, time, dose, staff signature)
- Any incidents or reactions

Records are stored securely in line with data protection requirements.

### Complaints

Any complaints relating to the support of a child's medical needs during wraparound or out-of-school provision should be raised in accordance with 360 Wrap Around's Complaints Procedure.

### Statutory Guidance

This policy has been written with reference to:

- *Supporting pupils at school with medical conditions* (DfE statutory guidance)
- EYFS Statutory Framework
- Ofsted requirements for out-of-school and wraparound provision

### Approval and Review

Approved by: Jemma Davis

Role: Director / Responsible Person

Date approved: December 2025

Next review date: January 2026



**Medication Form**

Child's Name:	
Medication Details:	(Please include name, strength and form of medication.)
Dosage & Method:	
Name & Address of GP/Clinic:	
Timing/ Frequency:	
Expiry Date:	
Last Dose Given:	

Please note: Medication must be provided in its original container with the pharmacy label clearly stating the child's name, dosage, and instructions. The first dose must be administered at home to monitor any adverse reactions.

Parent/Guardian Signature:

Date:

Staff Signature:

Date:



Location:



**Medication Administration Record**

Child's Name:

Medication:

Dosage:

Further Details:

DATE	TIME	DOSAGE GIVEN	ADMINISTERED BY	WITNESS	PARENT