

Wild Arts: Medication Administration Policy and Procedure

Purpose:

To ensure the safe and effective administration of medication to children in our care, following UK school guidelines and best practices.

Policy:

1. Authorised Personnel:

- Medication will only be administered by **trained first aiders**, named Mariana Peron and Samantha Sheldrake

2. Parental Permission:

- Medication will only be administered with the written permission of the parent or guardian.
- Parents must provide a completed **Medication Consent Form** before any medication can be administered.

3. Medication Requirements:

- All medication must have a **GP label** with the **child's name** clearly indicated.
- Medication must be in its **original packaging** with the **prescribed dosage** and administration instructions clearly stated.
- Medication that requires refrigeration should be provided in a '**bottle cooling sleeve**' or alongside a **flexible ice pack** to ensure the medicine remains cool throughout the day. *Parents are responsible for providing these.*

4. Medication Storage

- Medicines will be held on the named first aider in the emergency bag when out in the forest or field areas.
- Medication will otherwise be stored in the medicine box in the atelier, out of reach of children.

5. Administration of Medication:

- Medication will be administered strictly according to the **GP's prescribed dosage and instructions**.
- **Time, date, amount of medication**, and the **person administering** will be accurately recorded in the **Medication Administration Record**.

6. Record-Keeping and Acknowledgment:

- Parents or guardians are required to **acknowledge** the administration of medication by **signing** the Medication Administration Record upon collection of their child.
- Medication records will be kept on-site for a minimum of **three years** (as per UK statutory requirements for maintaining records related to children's care).

Procedure:

1. Receiving Medication:

- Upon receiving medication, staff must check the GP label to confirm the child's name and prescribed dosage.
- Ensure that a completed Medication Consent Form is on file.
- Ensure medication is stored accordingly

2. Administering Medication:

- Only **trained first aiders** will administer medication.
- Before administering, check the medication label and consent form to ensure accuracy.
- Administer the medication in a safe and controlled manner, following the GP's instructions.

3. Recording and Reporting:

- Immediately after administration, record the time, date, dosage, and name of the person administering the medication in the Medication Administration Record.
- Notify parents of the medication administration and have them sign the record upon collection.

4. Storage and Disposal of Medication:

- Medication will be stored in a secure, designated area out of reach of children.
- Expired or unused medication will be returned to the parents or disposed of safely, according to our setting's disposal policy.

5. Emergency Procedures:

- In case of an adverse reaction or emergency, first aid procedures will be followed, and emergency services will be contacted if necessary.
- Parents will be informed immediately.

Review of Policy:

- This policy will be reviewed annually or sooner if necessary to ensure compliance with statutory requirements and best practices.