



Medication Policy

At All Stars Holiday Clubs, the safety and wellbeing of every child is our top priority. To ensure that any medication is managed safely and responsibly, we ask all parents and carers to follow the procedures below.

Permission to Administer Medication

If a child requires medication of any kind while attending All Stars Holiday Clubs, their parent or carer must complete a **Permission to Administer Medication Form** in advance. Staff will not administer any medication without prior written consent.

Whenever possible, children should take their medication before arriving at our club. If this isn't possible, we will support children to take responsibility for their own medication, where appropriate.

Children who carry their own medication (for example, asthma inhalers) can hand their medication to staff for safekeeping, for the safety of themselves and others. All medication must be clearly labelled with the child's full name.

Prescription Medication

All Stars Holiday Clubs staff will normally only administer medication prescribed by a **doctor, dentist, nurse, or pharmacist**. If a medication contains aspirin, it must have been prescribed by a doctor.

Prescription medication must have the **original pharmacy label** showing:

- The child's name
 - The date of issue
 - The name of the medication
 - The dosage and frequency
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Non-Prescription Medication

Requests for staff to administer non-prescription medication will be considered on a case-by-case basis, following discussion with the parent or carer.

We reserve the right to refuse to administer non-prescription medication if we feel it is not appropriate or safe to do so.

Procedure for Administering Medication

A designated staff member will be responsible for administering medication, or for supervising a child's self-administration. This person will:

1. Record receipt of the medication.
2. Check that the medication is correctly labelled.
3. Store the medication securely throughout the session/ day.

Before giving any medication, the designated person will:

- Confirm that written consent has been received.
- Check when the last dose was given.
- Ask another staff member to witness the correct dosage being administered.

After administration, the designated person will:

- Record all relevant details on the **Record of Medication Form**.
- Ask the parent or carer to sign the form when collecting their child, confirming that the medication has been given.

When the medication is returned to the parent or carer, this will also be recorded.

If a child refuses to take their medication, staff will **not force them**. The manager and parent/carers will be informed immediately, and the incident recorded.

Specialist Medication and Training

Some medications, such as **EpiPens**, require specialist training. If a child requires such medication, the manager will arrange the necessary staff training as soon as possible, if not already trained.

In some cases, the child may not be able to attend until appropriate training has been completed. Only trained staff may administer specialist medication.

Changes to Medication

If there are any changes to a child's medication (for example, dosage, frequency, or type), parents or carers must complete a **new Permission to Administer Medication Form** before the updated medication can be given.

Long-Term Medical Conditions

For children with long-term medical conditions, we ask parents or carers to provide a **medical care plan** from their healthcare professional. This plan helps us understand the child's symptoms, treatment needs, and any specific care requirements while at the club.

Policy created by All Stars Holiday Clubs

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Signed by



Georgie Moriarty (Club Founder)