

University of Warwick Holiday Scheme

Child Medication Policy

Purpose	The purpose of this policy is to ensure that medication is administered, stored and recorded safely, so that children's individual health and medical needs are appropriately supported while attending the Holiday Scheme.
Review Frequency	Annually or if an incident occurs the policy must be reviewed immediately
Date approved	September 2026
Date of next review	September 2027

The named staff members (at least 2) responsible for the upkeep of the policy are:

Jo Warren, Nursery manager

Rachael Snell, Holiday Scheme Coordinator

Policy Statement

The Holiday Scheme will work with parents/carers to support children who require medication during their attendance. Medication arrangements must be safe, clearly documented and understood by the staff responsible for the child.

Before Medication Is Accepted

- Parents/carers must provide full information about the medication, including the child's name, medicine, dose, timing, method of administration and relevant instructions.
- Written parental permission must be obtained for medication that the Holiday Scheme agrees to administer.
- Prescription medication must have been prescribed for the child by an authorised healthcare professional and supplied in its original labelled container.
- Medication must be in date and suitable for use.

Storage

- Medication will be stored securely and out of children's reach while remaining appropriately accessible to staff.
- Medication requiring refrigeration will be appropriately stored.

- Emergency medication must be readily accessible and accompany the child when necessary, including on trips and walks.

Administration and Recording

- Staff will follow the written instructions and parental consent held.
- The medication, dose, date and time will be recorded and signed by the staff member administering it.
- The Holiday Scheme procedure requires a witness, the witness will also sign.
- Parents/carers will be informed of medication administered at pick-up.
- If a child refuses medication, staff will not force them to take it. The refusal will be recorded and the parent/carer contacted where appropriate.
- Any error or unexpected reaction will be acted on promptly and appropriate medical advice or emergency assistance sought where necessary.

Specialist and Emergency Medication

Where medication requires specialist knowledge or training, relevant staff will receive appropriate training. Any Individual Healthcare Plan or Allergy Action Plan in place will be followed.

Antibiotics and Illness

The Holiday Scheme will not apply a blanket exclusion solely because a child has started antibiotics. Attendance will be considered according to the child's fitness to participate and applicable public-health exclusion guidance for the illness.

End of Day

Medication will be returned to the parent/carer at the end of attendance unless another arrangement has been agreed.