

Medication Policy

Version History

Version	Date Approved	Approved by	Brief Description of Changes
Original	May 19		
2025/1	September 25	Board of Management	Added onto new template and annual review
2026/1	September 26	Board of Management	Yearly review and updates

Policy Owner

Head of Children and Young People

Purpose and Scope

This policy applies to all YMCA East Surrey Children and Young People staff and volunteers. YMCA East Surrey recognises that children / young people who attend our settings may require staff to administer medication. Therefore, this policy outlines procedures to be followed regarding administration, recording, storing and protocols to follow. In addition to this, staff working on our Children & Young People services may require their own medication, therefore this policy also outlines the procedure on managing this - ensuring the safety of the children and young people attending.

Definitions

- ▶ Medication - any substance (other than a food or device) that is intended for use in the diagnosis, cure, relief, treatment, or prevention of disease or intended to affect the structure or function of the body.

Relevant Legislation or Governance Requirements

- ▶ Early Years foundation Stage statutory Framework 2026
- ▶ Children and Families Act 2014
- ▶ Keeping children Safe in Education 2026
- ▶ Working together to Safeguard Children 2026

Related Policies and Procedures

- ▶ Safeguarding Children Policy
- ▶ Safeguarding Adult Policy
- ▶ Illness and Injury Policy
- ▶ Accidents and Incidents Policy
- ▶ YMCA Code of Conduct
- ▶ Complex Needs Policy

Policy Requirements

Children and Young People
Medication forms

Prior to attending YMCA Children & Young People Services, all parent/carers of children / young person who will require medication to be administered must complete a Medication Form.

These documents are then stored appropriately as agreed by the Senior Manager of each service area.

Parent/carers must inform the YMCA immediately of any changes relating to the medication of their child / young person, particularly those which may have a direct effect on the child / young person's health.

Signing in medication

Medication brought to the YMCA must be signed in and handed to the manager/coordinator/leader. It must not be left in the child or young person's bag.

Coordinators/leaders will carry out checks prior to accepting the medication. All medication must have a pharmacy label (with the exception of paracetamol), which displays the:

- ▶ name of the medication
- ▶ Child / young person's name and DOB
- ▶ dose required
- ▶ time when to administer
- ▶ method of administration
- ▶ expiry date

Medication will be refused if the above does not correctly reflect the information provided on the Medication Form.

Additional checks may be carried out dependent on the medication, such as:

- ▶ number of tablets in a sheet are to be recorded on the sign in sheet by the coordinator/leader

The YMCA are not permitted to accept medication which:

- ▶ is in an old container, which doesn't correspond with the current medication
- ▶ is in container on which the label has been altered or damaged
- ▶ is passed its expiry date

Only the medication to be administered whilst at the YMCA on that day should be brought in.

Storing medication

Each Children & Young People Services setting has lockable, designated, medication storage. This is inaccessible to children / young person, but accessible to staff - all of whom must know its location, so that the emergency medication can be brought to the child or young person if required.

Medication that needs to be refrigerated can be kept in a refrigerator containing food, but should be stored in an airtight container, and clearly labelled. There is restricted access to a refrigerator holding medicines.

Please note, that at the YMCA's Short Break services, medication is not to be stored onsite when the child or young person is not in attendance and therefore must be returned to parent/carers at the end of each session.

Medication administered at home

Parent/carers must inform YMCA staff of any medication administered at home prior to attending the setting. If a child or young person is prescribed antibiotics, the child or young person cannot attend the YMCA setting until 48 hours after the first dose.

Administering medication

Coordinators, senior staff and leaders are responsible for managing the administration of medicines – which can be undertaken by any member of staff deemed "competent".

Recording administration

Effective record keeping must be accurate, legible and consistent for all medication administration.

It is YMCA East Surrey's practice to have the dosage checked and administration of medication witnessed by a second member of staff. The coordinator/leader will choose a suitable witness, administer the medication, and sign to say they have done so on the Medication Form. The witness must be involved in the whole process of administration and should be confident to challenge the process if required. They must witness the administration of the medication and sign to confirm that they have done so on the Medication Form.

Both the member of staff administering the medication, and the witness should undertake the following checks:

Check the "5 rights" every time:

- 1) right person
- 2) right medicine
- 3) right dose
- 4) right route
- 5) right time

Changing the form of the medication

Sometimes it is helpful to crush medication or disguise medication in food or drink to encourage children to take them (i.e. covert administration of medication). However, this can alter how the drug works.

Therefore, when the YMCA are asked to alter the form of the drug, (e.g. crush a tablet, disguised in food), the YMCA must have written permission for this from doctor or pharmacist.

YMCA owned / stored medications

YMCA East Surrey will continue to follow advice on what medications they should be storing. These medications will only be used as guidance suggests and with guidance from medical professionals.

Administering YMCA Calpol

If a child or young person attending a setting has a fever of 38 degrees Celsius (100 degrees Fahrenheit) or higher, (registered with an in-ear thermometer), their

parent/carers will be contacted to come and collect the child or young person, and to provide verbal consent for staff to administer Calpol in the interim. Staff will follow the administration procedures stated above.

Upon collection parent/carers will sign to agree they provided verbal consent and understand that a record dose of Calpol has been administered at the stated time.

Managing medication offsite

YMCAES staff follow the same procedures for managing medication on trips and outings as we do within our settings, with the exception of storage:

- ▶ Y-Kids (after school and Holiday clubs) – staff take high visibility bags off site for each individual child / young person, which contains their medication
- ▶ Short Breaks - the coordinator/leader will keep all medication and paperwork together in an appropriate medication bag. Exception to this when groups of children / young people are separating during the trip, resulting in appropriate staff being given emergency medication and protocol for their child / young person.

Refusal to take medication

Medication refused by a child or young person the parent/carer should be contacted immediately for advice, and it should be recorded on 'MyConcern' and the child / young person's Medication Form.

Missed medication procedure

In the event of a missed dose of medication, the parents/carers should be called immediately, and it should be recorded on the Medication Form and 'My Concern'.

Errors in administration

If a member of staff has administered medication in error, they must report this immediately to the parent/carers, if required seek out appropriate medical advice (999/111), and complete a 'MyConcern' record. A senior member of staff should also be informed as soon as reasonably possible.

Emergency medication

If a child / young person requires the use of emergency medication (such as Buccal Midazolam) they must have an Emergency Medication Protocol which describes and instructs staff how and when to use the medication. This should be provided by the parent/carer.

A child or young person will not be accepted on to the setting if they do not attend with their emergency medication.

If emergency medication is administered, then an ambulance and the parent/carers are call immediately afterwards – unless specified not to do so on the Medication Form.

Medication evacuation plan

In the event of a setting having to evacuate, the manager / coordinator/leader will be responsible for bringing any emergency medication out of the building, in preparation for the event of the child / young person requiring it to be administered whilst being evacuated.

Training

Annual medication training will cover all aspects of this policy as well as respond to the different needs of staff/settings/children/young person. Settings will ensure that appropriate staff are trained to administer the medications children at their setting require. If a child requires a specific medication e.g. for diabetes/anaphylaxis, then the team Manager will ensure that enough staff have appropriate training for this.

Staff requiring medication

Staff working at the YMCA and within Children & Young People Services setting may require varying types of medication:

The YMCA provide secure storage for staff personal belongings in which medication may be stored. This area is locked and inaccessible to children / young people.

A member of staff must inform the manager/coordinator if they:

- ▶ require emergency medication (individual protocol must be provided)
- ▶ require medication which will impact their performance
- ▶ are required to administer medication during their working hours

Code of conduct

Staff are not to give their own medication to children or young people, under any circumstance.

Roles and Responsibilities

Monitor: Head of Children & Young People

Approve: Board of Management

Endorse: Children & Young People Advisory Group

Propose: CEO

Draft and review: CYP Childcare and Children's Activity Manager

Implementation and review

This Policy is reviewed annually and disseminated to staff on HealthboxHR and SharePoint.