ELIZABETH HOUSE
Highbury Vale Blackstock Trust

Medication Policy

Elizabeth House
2, Hurlock Street
London N5 1ED

Tel: 020 7690 1300
email: childrensactivities@elizabeth-house.org.uk

Elizabeth House Childcare Provision Medication Policy

The purpose of this policy is to ensure the safe administration of medications to children attending Elizabeth House. This policy outlines the procedures and responsibilities related to medication administration to ensure the well-being and safety of all children in our care.

This policy applies to all team members, children, and parents/carers involved with Elizabeth House After School Club and Holiday Playscheme.

Definitions
Medication: Any prescription or over-the-counter medicine.
Staff: Employees or volunteers who have been trained and are authorised to administer medications.

Medication Administration
Medications will only be administered when absolutely necessary and prescribed by a licensed healthcare provider.
Parents/guardians must provide written consent and complete the Medication Administration Form.
Medications must be in their original container with a clear label stating the child's name, dosage, and administration instructions.

Storage of Medications
All medications will be stored securely in a locked cabinet that is inaccessible to children.
Refrigerated medications will be stored in a secure refrigerator (in main office).

Staff Training
Depending in the medication, trained and authorised staff members are permitted to administer medications.
Staff will receive training on specific medication administration, including the five rights: the right child, the right medication, the right dose, the right route, and the right time.

Documentation
Each administration of medication will be recorded on the Medication Administration Record (MAR) immediately after administration.
The MAR will include the child's name, date, time, medication, dosage, route, and the name of the staff member administering the medication.

Parental Responsibilities
Parents/guardians must provide the club with up-to-date information about their child's health and medication needs.
Medications must be handed directly to a staff member, if children have to carry medication, management will need to be notified.
Any changes in medication or dosage must be communicated in writing to the staff.

Emergency Procedures
In the event of a medication-related emergency, staff will follow emergency procedures, contact emergency services if necessary, and inform the child's parents/guardians immediately.
An emergency contact list will be maintained and readily accessible.

Non-compliance
Failure to comply with this medication policy may result in the inability to administer medication to the child.
Parents/guardians will be notified of any non-compliance issues.

Receiving Medications
Parents/guardians complete the Medication Administration Form and provide medications in their original containers.
Staff verify the information and store the medication securely.

Administering Medications
Staff check the MAR and confirm the five rights before administration.
Administer the medication as prescribed.
Record the administration on the MAR.

Monitoring and Reporting
Monitor the child for any adverse reactions.
Report any concerns or side effects to the parents/guardians immediately.

Review and Evaluation
This policy will be reviewed annually by the management of Elizabeth House Afterschool Club and updated as necessary to ensure it meets current best practices and legal requirements.

NHS Direct- 111
NHS Direct - We're Here Whenever You Need Health Advice & Information
Islington Community Paediatric Nursing service – 020 3316 1950
Islington Children's Community Nursing Service | Islington Directory

Signed and reviewed:

Iqbal Ali, Deputy Centre Manager

Policy Changes Tracking

Review date	Next review date
May 2026	May 2027

Medication Policy Update – May 2026

This Medication Policy was reviewed and updated in May 2026 to ensure safe, consistent and compliant administration of medication within Elizabeth House childcare provisions. The policy continues to align with EYFS safeguarding requirements, NHS guidance and best practice for medication management in childcare settings.

Updates reinforce the requirement for written parental consent, clear labelling and secure storage of medications, appropriate staff training, accurate record-keeping, and clear procedures for responding to adverse reactions or medication-related emergencies. The next scheduled review of this policy will take place in May 2027, or earlier if statutory guidance or local authority requirements change.