

International British Theatre School

Administering Medication Policy

If a child attending [International British Theatre School LTD](#) requires medication of any kind, their parent or carer must complete a **Permission to Administer Medicine** form in advance. Staff at [International British Theatre School](#) will not administer any medication without such prior written consent.

Ideally children should take their medication before arriving at the [International British Theatre School](#). If this is not possible, children will be encouraged to take personal responsibility for their medication, if appropriate. If children carry their own medication (e.g. asthma inhalers), [International British Theatre School](#) staff will offer to keep the medication safe until it is required. Inhalers must be labelled with the child's name.

In the case of residential camps, most medication will be required to be handed to [International British Theatre School](#) staff at the beginning of a child's stay, being clearly labelled and with correct dosage instructions. A child will never be prevented from accessing their medication. Please check with [International British Theatre School](#) at the earliest opportunity regarding medication.

Prescription medication

[International British Theatre School](#) staff and contracted freelancers will **normally** administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. If a medicine contains aspirin, we can only administer it if it has been prescribed by a doctor. All prescription medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage.

Non-prescription medication

If a child requires a non-prescription medication to be administered, we will consider this on a case-by-case basis after careful discussion with the parent or carer. We reserve the right to refuse to administer non-prescription medication. Non-prescription medicine does not require a prescription (such as from a doctor) before [International British Theatre School](#) can administer it.

Procedure for administering medication

A designated staff member will be responsible for administering medication or for witnessing self-administration by the child. The designated person will record receipt of the medication on a **Medication Log**, will check that the medication is properly labelled, and will ensure that it is stored securely at all times.

Before any medication is given, the designated person will:

- Check that [International British Theatre School](#) has received written consent
- Take steps to check when the last dosage was given
- Ask another member of staff to witness that the correct dosage is given.

When the medication has been administered, the designated person must:

- Record all relevant details on the **Record of Medication Given** form
- Ask the child's parent or carer to sign the form to acknowledge that the medication has been given. In the case of residential camps, the child's parent or carer must sign the form at the end of the child's stay.

When the medication is returned to the child's parent or carer, the designated person will record this on the **Medication Log**.

If a child refuses to take their medication, staff will not force them to do so. The manager and the child's parent or carer will be notified, and the incident recorded on the **Record of Medication Given**.

Specialist training

Certain medications require specialist training before use, e.g. EpiPens. If a child requires such medication the manager will arrange appropriate training as soon as possible. It may be necessary to absent the child until such training has been undertaken. Where specialist training is required, only appropriately trained staff may administer the medication. Please check with [International British Theatre School LTD](#) at the earliest opportunity regarding medication.

Changes to medication

A child's parent or carer must complete a new **Permission to Administer Medication** form if there are any changes to a child's medication (including change of dosage or frequency) and the **Medication Log** must be updated.

Long term conditions

If a child suffers from a long-term medical condition, [International British Theatre School](#) will ask the child's parents to provide a medical care plan from their doctor, to clarify exactly what the symptoms and treatment are so that [International British Theatre School](#) has a clear statement of the child's medical requirements.

This policy was adopted by: International British Theatre School	Date: 31.10.2024
To be reviewed: 31.10.2025	Signed: Ben Whiteside

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Health [3.45-3.47]*