



Medication Policy

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1. PURPOSE OF THE POLICY

- 1.1 This policy has been prepared to support children who require prescribed medication to be administered to maintain their wellbeing while attending out-of-school provision from NWS.
- 1.2 The policy does not cover children who require prescribed medication while attending NWS activities or locations if they are under the duty of care of another adult i.e. teacher, parent carer. NWS staff will however assist in the storage of medication in these circumstances if requested to do so and is in-line with the responsible adult's own medication policy.

2. STORAGE OF MEDICATION

- 2.1 Written information relating to the child's individual medication must be provided with the medication, including any possible side effects of the medication.
- 2.2 Medication must be stored in its original container, with the original label intact and clearly displayed.
- 2.3 Medication must be stored at the correct temperature.
- 2.4 Medication must be in-date and out-of-date medication will be returned and not administered.
- 2.5 All medication is always inaccessible to children, by keeping it locked away.
- 2.6 Medication is to be returned to the parent / carer at the end of the day or end of the holiday club week.
- 2.7 If a child suffers from a long-term medical condition, a care plan from their GP detailing symptoms and treatment will be requested via the parent / carer.

3. ADMINISTRATION OF MEDICATION

- 3.1 Written permission from the parent / carer must be obtained and checked for, in advance of any medication being administered.
- 3.2 Only NWS staff responsible for administering medication are to do so. All other NWS staff are to be aware of who the nominated person is for the day.
- 3.3 In circumstances where technical or medical knowledge is required for specialist medication, a nominated person will be trained by the parent / carer or a qualified health professional, prior to the admission of the child.

- 3.4 Written information from the parent / carer about when the medication was last administered will be collected at drop-off. This will be checked before the first dosage is given by NWS staff, to ensure minimum time between dosages has passed. NWS staff will also not administer the first dose of a medication.
- 3.5 When medication is administered by the nominated person, the time and dosage of medication is recorded and witnessed by another designated member of staff.
- 3.6 If the child refuses to take their medication, staff members are unable to force them to take it. These instances will be dealt with on an individual basis and discussed with the parents / carers.
- 3.7 The parent / carer is required to sign the record of administration of medication when collecting their child.
- 3.8 Records relating to administered medication are kept in line with GDPR and insurance company requirements.
- 3.9 At all times, if this procedure is followed, trained staff will be deemed to have acted in good faith. Staff are required to act as they would a parent / carer and not as a medically trained practitioner.