



ADD-ADHD Cyprus

Σύνδεσμος ΔΕΠΥ Κύπρου

Living with ADHD... One success at a time!

Policy on the Administration of Medicines

How we support children who need to take prescribed medication

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Approved by		Approval date	
Effective date		Review date	

1. Purpose and scope

This policy sets out how ADD-ADHD Cyprus supports children who need to take prescribed medication while attending our after-school programme and other activities. It applies to all staff and volunteers.

Parents and carers remain responsible for their child's medication. Our role is limited to **supervising** a child while they take their own prescribed medication, with written parental consent. **Our staff do not administer medication.**

2. Key rules

- **We do not administer medication.** We cannot give, measure out, apply, or put medication into or onto a child.
- **We supervise only.** Staff observe while a child takes their own prescribed medication, and only with a signed parental consent form on file.
- **We never administer any controlled substance or prescription-only medication, even in an emergency.**
- **First aid is the only exception to our rule that staff do not administer anything:** antiseptic, plasters, and bandages, in line with standard protocols.

3. Basis for this policy

We follow the Ministry of Education, Sport and Youth circular of 20 January 2023 on medication for children, which requires the written consent of a parent or guardian and treats the decision on medication as one for the child's own doctor alone. For first aid we follow the Safety and Health (First Aid) Regulations of 2009 (K.D.P. 198/2009).

Staff never decide on, change, or advise on a child's medication, dose, or timing.

4. Roles and responsibilities

The Designated Safeguarding Lead owns this policy, checks that consent and health information are in place before supervision begins, reviews log sheets at least monthly, and deals with queries and incidents.

Staff and volunteers follow this policy, supervise only children whose signed consent is on file, complete the log at every dose, and report any concern or error to the Safeguarding Lead the same day.

Parents and carers complete the consent form, supply medication in its original labelled packaging with written instructions, tell us promptly about any change, and make other arrangements if we cannot support their child's medication.

5. Before we can supervise

Supervision starts only when all of the following are in place:

- A signed parental consent form for the named medication is on file
- The medication is in its original packaging, labelled with the child's name, the dose, and the instructions, and is within its expiry date
- Parents have given written instructions on when and how the child takes it, and what to do if a dose is missed
- The child is able to take the medication independently, as agreed between the parent and the Safeguarding Lead
- The child's allergies and health information are recorded in their file
- A Medication Supervision Log has been opened for the child

Consent covers the named medication only. A new consent form is needed when the medication, dose, or timing changes. Parents may withdraw consent in writing at any time.

6. Supervising a dose

1. Check the consent form and the log, and confirm that the medication, dose, and time match.
2. Check the child's name and the expiry date on the label.
3. Remind the child when it is time, and choose a calm and private place.
4. The child takes the medication themselves. Staff observe, and do not measure, prepare, or place medication in the child's mouth or on their skin.
5. Record the outcome on the log straight away: date, time, what happened, and staff name and initials.
6. Return the medication to secure storage immediately.

If a child refuses, forgets, or appears unwell, staff do not persuade, pressure, or force them. Record it and contact the parent or carer the same day.

7. Storage and handover

- A parent or authorised adult hands the medication to a member of staff, who checks the label and records it. Medication is not left in a child's bag or coat.
- Medication is kept in locked storage out of children's reach, and stored as directed on the label. Only named staff hold the key.
- Medication is returned to the parent at collection or at the end of the agreed period. Staff do not dispose of unused or expired medication.
- For controlled drugs, the quantity is counted and recorded when handed in and when returned, and countersigned by the parent.

8. Refusals, missed doses and errors

- If a child takes the wrong medication, the wrong dose, or a double dose, or there is any concern for their health: stay with the child, contact the parent immediately, seek medical advice or call 112 if it is serious, and complete the Accident, Injury and Near-Miss Reporting Form (P2-03).
- If medication is lost, spilled, damaged, or missing, record it, tell the parent the same day, and report it to the Safeguarding Lead.

9. Emergencies and first aid

For minor accidents and injuries, staff may give first aid in line with standard protocols, such as applying antiseptic, plasters, or bandages.

In a medical emergency, staff stay with the child, call 112, and then contact the parent immediately. Staff follow the instructions of the emergency services and pass on the child's health and medication details. **Staff do not administer any controlled substance or prescription-only medication, even in an emergency.**

Where a child has a condition that may need emergency medication (for example severe allergy, asthma, epilepsy, or diabetes), parents must tell us before the child attends. The Safeguarding Lead agrees an individual health plan with the parent in writing. A child who is able to use their own prescribed emergency device may do so, with staff staying with them and calling the emergency services. Staff do not use the device on the child.

10. Non-prescribed medicines

This policy covers prescribed medication only. We do not supervise or give non-prescribed or over-the-counter medicines, including pain relief, cold and cough remedies, antihistamines, and herbal remedies or supplements. Parents must not send these with their child. **Parents must tell staff if their child is taking any non-prescribed medicines or supplements.**

We contact the parent only if it is necessary to do so, for example if a child needs one while at the programme, so that the parent can attend or collect the child.

11. Off-site activities

On trips and off-site activities, medication is supervised only where the consent form covers it. The trip leader carries the medication and log in a secure bag. If we cannot supervise safely, we tell the parent before the activity.

12. Confidentiality and records

Information about a child's health and medication is confidential and shared only with staff who need it, in line with data protection law (GDPR). Consent forms and logs are kept securely in the child's file and retained in line with the Association's records policy.

13. Training, communication and review

- All staff and volunteers are briefed on this policy at induction and whenever it changes.
- Parents receive the consent letter and form, which explain this policy, at registration.
- The Safeguarding Lead reviews this policy at least once a year and after any medication-related incident.

14. Related documents

- Parental consent letter and form: supervised self-administration of prescribed medication
- Medication Supervision Log
- Accident, Injury and Near-Miss Reporting Form (P2-03)
- Responding to Concerns, Disclosures and Mandatory Reporting Procedure
- Child Protection Policy
- Code of Conduct