Medication Policy

Buzzers Academies staff are NOT medical professionals and cannot perform medical procedures. In an emergency, Buzzers Academies staff will call 999 and contact the parent/carer/guardian immediately.

Our staff are not permitted to administer medication that has NOT been supplied by the parent/carer/guardian. This includes over-the-counter available medication.

Aim

To ensure we meet the needs of the children whilst conforming to Ofsted policies and guidelines.

Method

Not Self-medicating:

- Ensure all parents/carers/guardians inform Buzzers Academies staff of any medical needs for their child(ren).
- A 'Medication Form' must be filled out by the parent/carer/guardian and signed at the start of their child's first Club/Camp attendance day, giving consent to the 'lead' tutor to administer the necessary medication to their child.
- The parent/carer/guardian must state on the 'Medication Form' the dosage and frequency of the medication, as well as the time the last dose was given to their child.
- If any medication dispensing details change, our Club/Camp staff must be notified immediately.

Self-Medicating:

- Ensure the parent/carer/guardian inform the Club/Camp staff of any medical needs for their child(ren).
- A 'Medication Form' must be filled out by the parent/carer/guardian and signed at the start of their child's first Club/Camp attendance day, giving consent to the 'lead' tutor to supervise administration of the medication.
- The parent/carer/guardian must state on the 'Medication Form' the dosage and frequency of the medication, as well as the time the last dose was given to their child.
- If any medication dispensing details change, our Club/Camp staff must be notified immediately.

This policy was reviewed and/or updated on 20/10/2026