

## **Administering Medication Policy**

If a child attending XYZ After School Club requires prescription medication of any kind, their parent or carer must complete a **Permission to administer medicine** form in advance. Staff at the Club will not administer any medication without such prior written consent.

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

ABC-XYZ Childcare can administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. However, if a medicine contains aspirin we can only administer it if it has been prescribed by a doctor. All medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage.

ABC-XYZ Childcare can also administer Calpol or other similar children's liquid paracetamol medication, as per the instructions included with the medication. A member of staff **MUST** contact the child's parent/carer before such medication is given.

A designated staff member will be responsible for administering medication or for witnessing self-administration by the child.

Before any medication is given, the designated person will:

- Check that the Club has received written consent (or contacted parent by phone if situation arises during session)
- 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 **Administering Medicine Form**
- Ask the child's parent or carer to sign the form to acknowledge that the medication has been given.

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 **Administering Medicine Form**.

Certain medications require specialist training before use, eg Epi Pens. 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.

A child's parent or carer must complete a new **Administering Medicine Form** form if there are any changes to a child's medication (including change of dosage or frequency).

If a child suffers from a long term medical condition the Club 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 the Club has a clear statement of the child's medical requirements. Medicines will be returned to Parent/Carer when no longer required/out of date.

Signed:

Adopted: 09/12

Reviewed:      09/13                  09/14                  11/15    June 2017                  Oct 2018