

MEDICATION PROCEDURE

Medicines will not usually be administered unless they have been prescribed for that child by a doctor.

In such cases written agreement and all the necessary information from the parent/carer and written agreement from the management committee/delegated manager must be provided in advance.

If medication is to be given, the following procedure will be followed:

- The registered person will confirm that the administration of medication conforms to the clubs insurance cover.
- If medication is administered to a child it is with the written agreement of the parent/carer and with an understanding of the possible side effects of the medication.
- The parent/carer gives written permission before any medication is given.
- Medicines must be provided in their original containers, within the expiry date listed on the container and clearly labelled with the child's name.
- Checks will be made to ensure that any medication the Club staff are asked to administer is not out of date.
- Medicines will be stored in original containers and will be inaccessible to children.
- Written details of the exact time medication was last administered to the child will be obtained from the parent/carer.
- If the administration of prescription medicines requires technical or medical knowledge then it is the responsibility of the parent/carer to inform the senior playworker of this before the child starts at the setting. Until individual training can be provided for staff from a qualified health professional, arrangements may be made for a parent/carer or health professional to join the session in order to administer medication to a child, though this request must be placed in writing and approved by the management committee/manager.
- Written records will be kept of all medicines administered to children. This requires a second member of staff to witness the medicine being administered. Parents/carers must sign the record book to acknowledge the entry
- Each child being given medicine will have their own recording form in order to maintain confidentiality.
- Where necessary the Club staff will liaise with school staff to monitor the administration of medicine and the child's needs on a daily basis.