

HAZELDENE SCHOOL CARE CLUB



Administering Medication Policy

REVISED DECEMBER 2016

SIGNED DATE.....
CARE CLUB MANAGER

SIGNED DATE
CHAIR OF GOVERNORS

TO BE REVIEWED DECEMBER 2018

Administering Medication Policy

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

Care Club can only administer medication that has been prescribed by a doctor. To ensure that this is the case all medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage.

A designated staff member will be responsible for administering medication or for witnessing self-administration by the child. The designated person will record receipt of the medication on a **Medication Log**, will check that the medication is properly labelled, and will ensure that it is stored securely during the session. Before any medication is given, the designated person will:

- Check that Care Club has received written consent
- 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 **Record of Medication Given** form
- Ask the child's parent or carer to sign the form to acknowledge that the medication has been given.

When the medication is returned to the child's parent or carer, the designated person will record this on the **Medication Log**.

The care club manager has a detailed list of all children who have regular medication e.g Asthma inhalers. These inhalers are kept in the child's classroom in the designated place in a cupboard with a green medical cross. Epi pens and other specialist medication is kept in the staffroom in named and labelled individual boxes in the staffroom.

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. Where specialist training is required, only appropriately trained staff may administer the medication.

A child's parent or carer must complete a new **Permission to Administer Medication** form if there are any changes to a child's medication (including dosage or frequency).

If a child suffers from a long term medical condition Care 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.

To be reviewed: December 2016

Written in accordance with the EYFS welfare requirement: *Safeguarding and promoting children's welfare*