

## Ecclesall Kids Club

### 5.4 Administering Medication Policy

If a child attending Ecclesall Kids Club requires prescription medication of any kind, their parent or carer must complete the Consent section on the **Administration of Medication Record** in advance, this will be checked by the Play Manager or Supervisor. Unfortunately staff at the Club will be unable to administer any medication without prior written consent.

Ideally children should take their medication before arriving at the Club. If children carry their own “**in date**” medication (eg asthma inhalers), the Club staff will keep the medication safe until it is required, it must be easily accessible and locked away in the medication cupboard. Inhalers must be labelled with the child’s name. Secure mini fridges are provided in each club to store medicines that need to be refrigerated.

The Supervisor will record when the child self-medicates on the **Administration of Medication Record**.

Ecclesall Kids Club can only 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.

The Play Manager or a Play Supervisor will be responsible for administering medication or for witnessing self-administration by the child. The supervisor will record receipt of the medication and details on the **Administration of Medication Record**, they will check that the medication is properly labelled, in date and will ensure that it is stored securely during the session.

Before any medication is given, the Play Manager or Supervisor will:

- Check that the Club has received written consent on the **Administration of Medication Record**.
- Ask another qualified member of staff to witness that the correct dosage is given on the **Administration of Medication Record**.

When the medication has been administered, the supervisor must:

- Record all relevant details on the **Administration of Medication Record**
- Ask the child’s parent or carer to sign the form to acknowledge that the medication has been given on the **Administration of Medication Record**.

When the medication is returned to the child’s parent or carer, the Play Manager or supervisor will record this on the **Administration of Medication Record**.

If a child refuses to take their medication, the Play Manager or Supervisors will not force them to do so. The child’s parent or carer must be notified, and the incident recorded on the **Administration of Medication Record**. Certain medications require specialist training before use, eg Epi Pens. If a child requires such medication the Play Manager will identify and arrange appropriate training as soon as possible, involving the Club Business Manager if necessary. It may be necessary to absent the child until such training has been undertaken. Where specialist training is required to administer a medication, only appropriately trained staff may administer the medication.

A child’s parent or carer must complete a new **Administration of Medication Record** 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 Play Manager, or in their absence a Play Supervisor will ask the child's parents to provide a **care plan** from their doctor/ health professional, to clarify exactly what the symptoms and treatment are so that the Club has a clear statement of the child's medical requirements. Alternatively the Club may ask the parent/carer for permission to enable school to share their copy of a child's care plan. The Play Manager will ensure that all appropriate medications, medical records and administration of medical records are correctly completed and stored in line with GDPR and DPA requirements.

This policy was adopted by: Ecclesall Kids Club	Date: 4/1/17
reviewed: 4/1/19	Signed: <i>Ecclesall Kids Club Committee</i>