



Essex After School Clubs

# Medication Policy

## Safeguarding and Welfare Requirements: Health

### Medication

The Manager will administer all medication, witnessed by a member of staff.

- Staff may only administer medication to the child if the request to do so is from the child's parent or carer and is given in writing at the start of a session, stating frequency and dosage. Parents/carers can make such a request by completing and signing the Administrating Medication Form. *(EYFS Requirement: 3.46- Medicine must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer.)*

Administration of Medicines
Child's Name _____
Date of Birth _____
Name/Type of Medication _____
Dosage _____
Start of Prescription _____
End of Prescription _____
Doctor's Name _____
Doctors Address _____
Doctors Telephone Number _____
Any other relevant medical information (ie allergies, family medical history etc) _____
Parent's Name _____
Address _____
Emergency Contact Number _____
I hereby consent to the manager, or a delegated member of staff, administering the above medication according to the details given here and any other medical advice.
Signature of parent/carer _____ Date _____

- If the medication involves technical knowledge or training, staff will not administer the medication until training has been received. *(EYFS Requirement: 3.45-Training must be provided for staff where the administration of medicine requires medical or technical knowledge.)*

#### **The procedure for administering medication at the Club is as follows:**

Medication will never be given without the prior request / consent of the parent/carers (see Administering Medication Form).

The Manager will administer medication and in the Manager's absence the designated person in charge. They will also be responsible for ensuring that:

- prior consent is arranged.
- all necessary details are recorded.

- another member of staff acts as a witness to ensure that the correct dosage is given.
- parents/carers sign in the Medication Record to acknowledge that the medication has been given. *(EYFS Requirement: 3:46-Providers must keep a written record each time a medicine is administered to a child and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable).*

Record of Medicines Administered							
Medication only given if <i>Consent to Administer Medication</i> form has been completed							
Name of Child:				Week commencing:			
Day and Date	Name of medication	Dose given	Time given	Signature of staff	Witnessed by signature	Medication returned to Parent	Signature of Parent / Carer
Monday							
Date:							
Tuesday							

Date:

If for any reason a child refuses to take their medication, staff will not attempt to force them to do so against their wishes. If and when such a situation occurs, the child's parent/carer will be notified.

Date:

Asthma inhalers and insulin should always be labelled with the child's name and stored in a clearly labelled container at the club.

Thursday

If there is any change in the type of medication – whether regarding dosage or other changes to the information given on the Administering Medication Form – a new form must be completed.

Date:

Full details of all medication administered at the Club, along with all Administering Medication Forms, will be recorded and stored in the Medication folder.

Date:

If a child has not had a medication before, it is advised that the parents keep the child at home for the first 24 hours to ensure that there are no adverse reactions to the medication.

## **Storage of medicines**

All medicine is stored in a cupboard or refrigerated. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.

Medicine should be handed back to the parent at the end of each day.

For some conditions medication may be kept at the club. The Manager will check that any medication held to administer on an as and when required basis, or on a regular basis, is in date and returns any out-of-date medication back to the parent.

## **Asthma pumps**

All above procedures must be adhered to for the correct storage and administration of the pump. All staff should be made aware of how to access and administer pumps.

## **Epipen**

The club must have written consent from the child's parent or guardian allowing staff to administer the medication.

A copy of the child's care plan must also be given and kept at the club.

Staff should undertake training in the administration of such medication.