

ABBOTS HALL OUT OF SCHOOL CLUB

MEDICATION

Medication can only be administered to the child prescribed by their doctor and with written consent from the child's parent/ carer.

If a parent/ carer should ask staff to administer any medication to a child the following procedure must be adhered to:

1. Establish when and what dose of medication the child has had before attending the club.
2. Check the expiry date on the medication has not elapsed.
3. Record the amount and time the medication is given while at the club.
4. Record method of administering the medication i.e Oral, inhaler, cream.
5. Check with parent/carer if there are any side effects that we should be aware of.
6. Ensure that the forms are signed when medication is left and collected.

NO MEDICATION WILL BE ADMINISTERED WITHOUT PRIOR WRITTEN CONSENT OF THE PARENT/ CARER OF THE CHILD

7. Ensure medication is stored in a lockable container at the right temperature.
8. If emergency medication is to be stored, ensure it is available at all times.
9. Two members of staff should check the medication and administer it. They should both countersign the medication form to record that the medication was given.
10. When the child is collected, the parent/ carer must be informed of the time and dose of the medication administered, and sign to state that the medication has been returned.

Updated: May 2019