

Twilight Hours After School Club

Administering Medication Policy

Staff at Twilight Hours After School Club will never administer medication unless we have received a prior written request from the parent/carer. This will include information regarding frequency, dosage, any potential side effects and any other pertinent information about the medication and will be recorded on a Medicine Record.

If medication is required, a designated staff member will be responsible for administering the medication or witnessing self-administration by the child concerned. The designated person will also be responsible for ensuring that:

- Prior consent is arranged
- All relevant details are recorded on the **Permission to Administer Medication Form**, which is then signed by the parent/ carer
- The medication is properly labelled and safely stored during the session. All medication should be in its original container, complete with the pharmaceutical label which includes the child's name, the date, the type of medicine and the dosage
- Another member of staff acts as a witness to ensure that the correct dosage is given
- Parents/carers sign the **Permission to Administer Medication Form** to acknowledge that the medication has been given.

If at all possible, children who are prescribed medication should receive their doses at home. Should it be necessary for medication to be taken during sessions at the Club, children should be encouraged to take personal responsibility for this. The appropriateness of this should be decided through thorough risk assessment. Please note the club will only give recently prescribed medication.

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

Where children carry their own medication (asthma pumps or insulin for example), the Club recommends that staff hold onto the medication until it is required, in order to minimise the risk of losing the medication and to ensure the safety of other children. Inhalers should always be labelled with the child's name.

In some circumstances Club staff may require additional training for certain medication, eg an Auto Adrenaline Injector. The manager will arrange training at the earliest opportunity. The safety of the child should be discussed with the parents/carers. If staff require training, it may be necessary to absent the child until such training has been undertaken, to protect the child and provide the best possible care. If a child needs medication requiring specialist knowledge or training, only appropriately trained staff may administer the medication.

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

This policy was adopted by: Twilight Hours ASC	Date: 24 th May 2018	Policy No: AM 003
To be reviewed:	Signed:	
Policy Name: Permission to Administer Medication Policy	Signed:	