



DEBS OUT OF SCHOOL CLUBS

MEDICATION PROCEDURE

If medication is to be given out the following procedure will be followed:

- The manager will confirm that the administration of medication conforms to the clubs insurance cover. If it does not conform to our insurance cover, we will be unable to administer the medication.
- If medication is administered to a child, it is with the written agreement of the parent / carer and with the understanding of the possible side effects of the medication. This is obtained before medication is administered.
- The parent / carer gives written permission before any medication is given.
- Medicines must be provided in their original containers, with the expiry date listed on the container and clearly labelled with the child's name.
- All medicines will be inaccessible to children.
- Checks will be made to ensure that any medication is not out of date and all out of date medicine will be disposed of safely.
- Written details of the exact time medication was last administered to the child will be obtained from the parent / carer with the details of the time the next dose is required.
- If the administration of the prescription medicines requires technical or medical knowledge, then it is the responsibility of the parent / carer to inform the manager of this before the child starts the club. Until individual training can be provided for staff from a qualified health professional, arrangements may be made for a parent / carer or health professional to join the session in order to administer medication to a child, though this request must be placed in writing and approved by the manager. Training is specific to the individual child concerned.
- Prescription medicines are not administered unless a doctor has prescribed them for that child.
- Written records will be kept of all medicines administered to children. This requires a second member of staff to witness the medicine being administered. Parents / carers must sign the record form to acknowledge the entry.
- Each child being given medicine will have their own record form in order to maintain confidentiality.
- Where necessary, the club manager will liaise with school staff to monitor the administration of medicine and the child's needs on a daily basis.

It is the manager's responsibility to ensure that this policy is understood by staff and practices within the club and that medication is given only by a qualified first aider. As part of the contract, parents initially sign as to whether they do or do not give permission for the child to receive any medical attention. No medication will be given to the child without obtaining parental consent first.