

Emmer Green after school club Administering Medication Policy

If a child attending Emmer Green After school club requires prescribed medication of any kind, their parent or carer must complete a **Medication Administration Form** in advance. Staff at the Club will not administer any medication without such prior consent.

Emmer green after school club can only administer medication that has been prescribed by a doctor, dentist, or nurse. All medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine, the dosage and a batch number. These details must be filled out and correspond on the **Medication Administration Form**.

A designated staff member with pediatric first aid will be responsible for administering medication or for witnessing self-administration by the child. A Staff member will check that the medication is properly labelled, and will ensure that it is stored securely and appropriately during the session. When the parent / guardian collects the child in the evening they are to be asked to sign the bottom of the form which is to be retained for club record in the child's confidential details.

Before any medication is given, the designated person will:

- Check that the Club has a filled and signed **Medication Administration Form** from the child's parent/carer.
- Ask another member of staff to witness that the correct dosage is given.

When the medication has been administered, the designated person must:

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

If a child refuses to take their medication, staff will NOT force them to do so. The manager and the child's parent or carer will be notified and if possible the child's parent could attend the club to administer the medication. If this is not possible the medication will be stored again until collection of the child. The incident will be recorded on the **Medication administration Form**.

Certain medications require specialist training before use. If a child requires such medication the manager will arrange appropriate training as soon as possible. It may be necessary for the parent to come and administer the medication to the child until such training has been undertaken. Where specialist training is required, only appropriately trained staff may

administer the medication.

A child's parent or carer must complete a new **Medication Administration Form** if there are any changes to a child's medication (including change of dosage or frequency).

Under no circumstances must staff take it upon themselves to administer a medicine to a child arriving at the club without the parent / guardian first completing this form.

As a principle the EGASC will not administer any medicines to children or seek any medical treatment unless it is an emergency or a parent / guardian has completed a medicine administration form.