




Mangotsfield Out of School Club Administering Medicines Policy

Policy Author:	MOOSC Management Team
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Signed:	



Administering Medicines Policy - MOOSC12.01

Purpose

MOOSC is obliged to gain consent from parents/ carers to administer medicines to children in its care.

This policy is written in accordance with the EYFS Welfare requirements: Safeguarding and Promoting Children's Welfare

Procedure

If a child requires prescription medication of any kind, the parent/ carer must complete a "Permission to Administer Medicine" Form. No medication can be administered by the Club without this Form being signed and returned.

Ideally children should take any medication required before arriving at the Club. If this is not possible, children will be encouraged to take personal responsibility for their medication where appropriate.

The Club can only administer medication that has been prescribed by a doctor and it must be correctly labelled with the prescription detailing:

- the child's name;
- the date prescribed as well as expiration date;
- the type of medicine; and
- the dosage.

Medicines can not be administered if they do not meet all the above criteria and that includes asthma inhalers and epi-pens.

The Room Leader at each Club will be responsible for administering medication or for witnessing self-administration by the child.

The Room Leader will make a record on the "Permission to Administer Medicine" Form and make sure it is stored securely during the session.

Before any medication is given, the Room Leader will:

- check that the Club has the correct, signed "Permission to Administer Medicine" Form;
- ask another staff member to witness that the correct dosage is given;
- record all relevant details on the "Permission to Administer Medicine" Form; and
- ask the parent/ carer to countersign the Form on collection to acknowledge that the medication has been given.

When the medication is returned to the parent/ carer or Primary School on collection, the Room Leader will record this on the Form.

Prescription Changes

Should there be changes to a prescription, a new Form must be completed.

If a child suffers from a long term medical condition, the Club will work with the parent/ carer to have shared any medical care plan; as determined from a Doctor; in order to clarify exactly what the symptoms are and treatment plan is.

Refusal

If a child refuses to take their medication, staff will not force them to do so.



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The Play Manager and the parent/ carer will be notified with the incident recorded Form.

Allergies & Dietary Restrictions

Allergies or dietary restrictions due to personal or religious reasons must be disclosed to the Club when registering.

An allergy record is kept at each Club for awareness and instruction on what foods and drinks can be consumed; along with any medical instruction in instances of exposure.

Should a child have allergy-related medication that is kept at the Club at all times, the parent/ carer must complete a specific consent form such as the “Epi-Pen Medication” Form or “Asthma Medication” Form).

Certain medications require specialist training, e.g. epi-pens. The Club makes sure that at least the Room Leader and one other staff member is trained in the administration of epi-pen medication at each Club. In the instance that no staff are trained however, the child will be unable to attend the Club until it is safe for them to do so.

If a child carries their own medication (e.g. asthma inhalers), the Club will offer to keep the medication safe until it is required.

Related Policies

1. Health and Safety
2. Illness and Accident