

Cheeky Monkeys Out of School Club

Adminstrating Medicines Policy



Administering Medication Policy

If a child attending Cheeky Monkeys Out Of School Club requires prescription medication of any kind, their parent or carer must complete a Permission to administer medicine form in advance. Staff at the Club will not administer any medication without prior written consent.

Ideally children should take their medication before arriving at the club, if this is not possible, the club staff will keep the medication safe until it is required.

Cheeky Monkeys Out of School Club will only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. All medication must display the child's name, the date, the type of medicine and the dosage required.

If a child requires a non prescription medication to be administered, we will consider this on a case by case basis after careful discussion with the parent/carer. We reserve the right to refuse to administer non prescription medication. This will also only be considered for a maximum of two days.

A designated staff member will be responsible for administering medication, recording receipt of medication in the **Medication Log** book, will check that the medication is properly labelled and will ensure that it is stored securely during the session.

Before and medication is given, the designated person will:

- Check that the club has received written consent
- Ask another member of staff to witness the correct dosage is given.

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

- Record all relevant details in the **Medication Log**
- Ask the parent' or care to sign to acknowledge that the medication has been given.

If the child refuses to take their medication, staff will not force them to do so. The manager and the child's parents or carer will be notified, and the incident recorded in the **Medication Log** book.

Certain medications require specialist training before use, e.g. Epi pen. If a child requires such medication the manager will arrange appropriate training. Where specialist training is required, only appropriately trained staff may administer the medication.

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

If a child suffers from a long term medical condition the Club will ask the child's parents to provide a medical care plan from their doctor, to clarify exactly what the symptoms and treatment are so that the club has a clear statement of the child's medical requirements.

This policy was adopted by: Cheeky Monkeys OSC	Date: 24/06/21
To be reviewed: June 2022	Signed: L. Drover