



The Dell Out of School Club

Registered Charity No. 1038546

Policy No.

DP – 1.06
Reviewed 29th
October 2018

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Administering Medicines Policy

The Dell Out of School Club aim to ensure the correct administration of medicines and this policy relates to medication used by both children and staff who work on site.

The Booking Form

On the booking form parents/carers are invited to state medical needs of the children attending the Dell – including any ongoing administration of medicines such as nebulisers etc.

The Medical Form (including any staff medication which is held on site).

Where parents/carers require staff at the Dell to administer medicines i.e. prescribed medicines i.e. antibiotics, they must complete a Medical Form and discuss this with a Manager/Snr Playleader. Parents and Carers should ensure that the medicine is labelled with the child's name and where practical should provide copies of the instructions/prescriptions with the medicine. Completion of the form should include

- What the medicine is
- How it should be stored
- The frequency of administration together with any other specialist advice i.e. every 4 hours before food.
- The dose
- Any other special requirements.

The parents also need to sign the form to agree to the medicine being administered. At the end of the day parents need to collect the medicines and verify the form. A new form needs to be completed every day.

Care plan

When required and in more complex cases where medication or the child's needs are significant we will work with child the parents and any medical professionals to set up a care plan detailing any requirements that the child may have and the medication required..

Allergies

Where a child suffers from an Allergy we use an allergy management form to support staff in ensuring that the child's allergy is communicated in the best way.

Storage

Medicines are labelled with the child's name and stored securely in either the dedicated medical box or in the fridge.

Administering

Medicines are normally administered by a Snr member of staff and this is observed by another Playleader who will verify the amounts given. The staff sign the Medical form recording the amounts and time the medicine was given to the child.

Special arrangements

We are committed to continually providing high quality affordable child-centred care with positive play opportunities for every individual in the club in a safe, happy environment in partnership with parents.



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Where administration of medicines requires specialist training, advice will be sought from the schools medical practitioner/liaison team in conjunction with the child and their parent/carer. Where-ever possible the children, and parents/carers themselves are included in the relevant training.

Child self administered medication

On occasions and in conjunction with a parent or carer – children may be allowed to self-administer medicines i.e. inhalers etc. Where this is the case the Manager should make arrangements for the safe storage / handling of that medicine to safeguard other children attending the club.

Staff and medication

If staff are taking medication which may affect their work performance or their ability to look after children - they should seek medical advice. The Dell must ensure that staff taking medication are fit to work with children and any medical advice confirms the same.

We encourage staff not to bring medication onto the premises which may include things like over the counter medication such as aspirin or paracetamol which may be stowed in staff handbags or rucksack. Any medication brought onto the premises must be securely stowed in a locked cabinet away from the children and accounted for on the medication sheets and signed in to and out at the end of the session when the staff member goes home.

Policy adopted: 23rd Sept 08

Approved by:

Co-ordinator

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Chair

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Review Date:

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