



# Meltham School's Out

## Administering Medication Policy

Policy Date:	September 2023	Version:	1.0
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Approved by:	Meltham School's Out Committee		
Review Date:	September 2026		

### 1.0 Aims

The aims of this policy are:

- to define the procedure for administering prescribed medicines to children
- to define the procedures for the emergency administration of medicine to children suffering an allergic reaction
- to define the role Meltham School's Out plays in the administration and handover of medication to and from Meltham CE School

### 2.0 Roles and Responsibilities

It is the responsibility of the parent/carer to notify Meltham School's Out of any child having a medical condition that may require the administration of medicine while in the care of the club. It is the responsibility of the parent/carer to comply with the Meltham School's Out and school procedures for bringing medicines into school.

The club manager accepts responsibility, in principle, for members of staff who volunteer to give, or supervise children taking, prescribed medicines during club sessions. In accordance with government guidelines, there is no legal duty that requires setting staff to administer medicines.

### 3.0 Policy

#### 3.1 Authorisation

If a child attending Meltham School's Out requires prescription medication of any kind, their parent or carer must complete a Permission to Administer Medicine form (Appendix 1) in advance. Staff at the club do not administer any medication without such prior written consent.

A child's parent/carer must complete a new 'Permission to Administer Medication' form if there are any changes to a child's medication, such as change of dosage or frequency.

### **3.2 Handling and Storage**

Meltham Schools Out asks that – wherever possible – children take medication before arriving at the club, however we understand that this is not always possible. If children carry their own medication, such as asthma inhalers, or insulin, for example, club staff can safely and appropriately (the club has a separate fridge for medication) store until it is needed. This is to minimise possible loss of medication and to ensure the safety of other children.

Medication of any kind must be labelled with the child's name, and club staff may 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 and the dosage. Parents/carers must be aware that although club staff can administer medication, or witness self-administration by the child, medication cannot be given to the child/ren against their will.

If a child suffers from a long-term medical condition, the child's parents/carers must provide a medical care plan from a medical professional, to clarify exactly what the symptoms and treatment are so that the club has a clear statement of the child's medical requirements.

### **3.3 Recording Information**

Any medication administered during club hours is recorded on a 'Record of Medication Given' form (Appendix 2) and kept on the child's file. Refusal by the child to take medication is still recorded on the 'Record of Medication Given' form, and the child's parent/carer is notified. Staff cannot force a child to take their medication if they refuse.

### **3.4 Working with School**

Should a child require medication during the school day, club staff can provide the appropriate permission form (found in section 4.2 of the school's 'Managing Medicines in School' policy) for the parent/carer to complete, and arranges for the medication and form to be given to school. Further information on the handover process to/from school can be found in section 4.3 of the school's 'Managing Medicines in School' policy.

### **3.5 Controlled Medication**

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

## 4.0 Appendices

### 4.1 Meltham School's Out Permission to Administer Medication

Child's Name:	Date of Birth:
Address:	Parents' Address (if different):
	Parent's Contact Number:
Doctor's Name:	Telephone Number:
Address of Surgery:	
Reason for Medicine:	
Name of medicine:	Storage Requirements:
Dosage (including start and end of prescription):	
Times to be Administered:	
Any Other Relevant Medical Information:	

*Staff at Meltham School's Out will only be permitted to administer medication to your child if you complete and return this form.*

*Under no circumstances will members of staff administer medication against the will of a child.*

***Note that we can only administer medication if prescribed by a doctor***

I hereby consent to the Manager or delegated member of staff administering the above medication to my child in accordance with the details above.

Parent/Guardian signature (with legal parental responsibility): \_\_\_\_\_

Parent Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Date: \_\_\_\_\_

