

Weddington Primary Out of Hours Club Administering Medication Policy

Weddington Primary OHC understand that some children will require medication in accordance with Health requirements and these will be adhered to in accordance with relevant training and instruction.

Staff at the Weddington Primary Out of Hours will not administer medication unless we have received a prior written request from the parent/carers. This will include information regarding frequency, dosage, any potential side effects and any other pertinent information about the medication. Medication will only be administered if it has been prescribed by a doctor.

If medication is required, a designated staff member will be responsible for administering the medication or witnessing self-administration by the child concerned. The designated person will also be responsible for ensuring that:

- ✓ Prior consent is arranged
- ✓ All relevant details are recorded on the **Permission to Administer Medication Form**, which is then signed by the parent/ carer
- ✓ The medication is properly labelled and safely stored during the session. All medication should be in its original container, complete with the pharmaceutical label which includes the child's name, the date, the type of medicine and the dosage
- ✓ Another member of staff acts as a witness to ensure that the correct dosage is given
- ✓ Parents/carers sign the **Permission to Administer Medication Form** to acknowledge that the medication has been given.

If at all possible, children who are prescribed medication should receive their doses at home. Should it be necessary for medication to be taken during sessions at the Club, children should be encouraged to take personal responsibility for this.

The appropriateness of this should be decided through thorough risk assessment. Please note the club will only give medication that has recently been prescribed by a doctor.

If a child refuses to take their medication for any reason, staff will not attempt to force them to do so against their wishes. If such a situation occurs, a manager and the child's parent/carer will be notified, and the incident recorded on the **Medication Record**.

Inhalers should always be in a prescribed box with a doctor's label on it. No inhalers will be administered if they have been purchased from a chemist rather than prescribed by a doctor.

In some circumstances Club staff may require additional training for certain medication, e.g. an EpiPen/Insulin. The manager will arrange training at the earliest opportunity. The safety of the child should be discussed with the parents/carers. If staff require training, it may be necessary to absent the child until such training has been undertaken, to protect the child and provide the best possible care. If a child needs medication requiring specialist knowledge or training, only appropriately trained staff may administer the medication.

It is the responsibility of the Parent/Carer to ensure that ay health care plan is up to date.

It is also the Parent/Carer responsibility to check that any long-term medicines are "in date" and additional items are regularly stocked.

If there is any change in the type of medication - whether regarding dosage or other changes to the information given on the **Permission to Administer Medication Form** - a new form must be completed.

Dawn Bradshaw is trained to administer insulin when required.
Staff have been trained in the use of Epipen for those children requiring it.

This policy was adopted on	27 th June 2016
Date issued to staff	April 2023
Date reviewed	April 2024
Date to be reviewed	April 2025

OFSTED REGISTRATION NUMBER:2634889