



**'Little Apples'
Afterschool Club**

Administering Medication Policy

We promote the good health of children attending the club and take necessary steps to prevent the spread of infection (see sickness and illness policy). If a child requires medicine we will obtain information about the child's needs for this, and will ensure this information is kept up-to-date.

When dealing with medication of any kind in the club, strict guidelines should be followed.

Prescription medication

- Prescription medicine can only be given to the person named on the bottle for the dosage stated
- Medicines should be in their original containers
- Those with parental responsibility of any child requiring prescription medication should allow the club leader to have sight of the bottle. They should note the details of the administration on the appropriate form and another member of staff should check these details
- Those with parental responsibility should give prior written permission for the administration of each and every medication. However we will except written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:
 1. The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed
 2. The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed

3. Parents should notify us IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.

- The club will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by a doctor's letter
- The school should be asked when the child had last been given the medication before coming into club; this information will be recorded on the medication form. Similarly when the child is picked up, the parent or guardian must be given precise details of the times and dosage given. The parent's signature must be obtained at both times.
- At the time of administering the medicine, the club leader will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication)
- If the child refuses to take the appropriate medication then a note should be made on the form
- Where medication is "essential" or may have side effects, discussion with the parent should take place to establish the appropriate response
- Wherever possible ask parents to request that GPs prescribe the least number of doses per day, i.e. three x daily, rather than four x daily.

Non-prescription medication

- The club will administer non-prescription medication for a short initial period, dependant on the medication or the condition of the child. After this time medical attention should be sought
- If the club feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse care until the child is seen by a medical practitioner
- If a child needs liquid paracetamol or similar medication during their time at the club, such medication should be treated as prescription medication with the club providing one specific type of medication

should parents wish to use this eg Calpol (medicines containing aspirin will only be given if prescribed by a doctor)

- On registration, parents will be asked if they would like to fill out a medication form for a specific type of liquid paracetamol, which can be given in the case of an increase in the child's temperature. This form will state the dose to be given, the circumstances in which this can be given e.g. the temperature increase of their child, the specific brand name or type of liquid paracetamol and a signed statement to say that this may be administered in an emergency if they CANNOT contact the parent
- An emergency club supply of fever relief (e.g Calpol) and anti-histamines (e.g. Piriton) will be stored on site. Aspirin will not be accepted unless prescribed by a doctor
- If a child does require liquid paracetamol during the club times and the parents cannot be contacted then the leader will take the decision as to whether the child is safe to have this medication based on the time the child has been in the club, the circumstances surrounding the need for this medication and the medical history of the child on their registration form. Giving liquid paracetamol will be a last resort and the club staff will use other methods first to try and reduce a child's temperature, e.g. remove clothing, fanning, tepid cooling with a wet flannel. The child will be closely monitored until the parents collect the child
- For any non-prescription cream for skin conditions e.g. Sudocrem, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name
- If any child is brought to the club in a condition in which he/she may require medication the leader will decide if the child is fit to be left.
- As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the club, together with the times and dosage given.
- The club DOES NOT administer any medication unless prior consent is given for each and every medicine

- In the case of medication that may need to be given to a child due to them becoming ill during the club times, e.g. liquid paracetamol for temperature reduction the leader will refer to the permissions form.

Staff medication

The first aid box for staff should be kept in a readily accessible position, but out of reach of the children.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressing, bandages, and eye pads. No other medical items, such as paracetamol should be kept in the first aid box.

Storage

All medication for children must have the child's name clearly written on the original container and kept in a closed box, which is out of reach of all children and under supervision at all times.

Emergency medication, such as inhalers and epipens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach and under supervision at all times.

Any antibiotics requiring refrigeration must be kept in an area inaccessible to children.

All medications should be in their original containers, legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

Internal use only

This policy was adopted on	
Signed on behalf of the nursery	
Date disseminated to staff	
Date for review	