



# R.B Kids Club

## Administering Medication Policy

## Policy Statement

If a child attending R.B Kids Club requires medication of any kind, their parent or carer must complete a **Permission to administer medicine** form in advance. Staff at the R.B Kids Club will not administer any medication without such prior written consent either given directly through the club or where permission has been given to the school and overlaps with their after school care..

In most cases, children will have taken their medication before arriving at the Club. If this is not possible, medication will be stored safe and securely until required, if appropriate. Medication will then either be returned to school ready for the next day or a member of staff will pass the medication to the adult collecting the child. Under **no circumstances** are children allowed to take medication home independently and it is not to be stored in their bags.

## Designated Members of staff

All staff who have in date Paediatric First Aid training are able to administer medication that has been given consent for. The designated members of staff are listed below.

Simon Keaney (Coordinator)

Nicola Gibson (Assistant Coordinator)

Vicky Murray (Senior Playworker)

Francesca Afflick (Playworker)

## Prescription medication

The designated R.B Kids Club staff will **normally** only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. If a medicine **contains aspirin** we can only administer it if it has been **prescribed by a doctor**. All prescription medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage.

## Non-prescription medication

If a child requires a non-prescription medication, such as Calpol, to be administered we will consider this on a case by case basis after careful discussion with the parent or carer. We reserve the right to refuse to administer non prescription medication. Non-prescription medicine does not require a GP prescription before R.B Kids Club can administer it however a Medication Permission Form **must still be** filled in as is our standard practice.

## Procedure for administering medication

A designated staff member will be responsible for administering medication or for witnessing self-administration by the child. The designated staff member will record receipt of the medication on a **Medication Log**, will check that the medication is properly labelled, and will ensure that it is stored securely during the session.

Before any medication is given, the designated person will:

- Check that the Club has received written consent
- Take steps to check when the last dosage was given, involving speaking to the relevant staff in school.
- Ask another member of staff to witness that the correct dosage is given.

When the medication has been administered, the designated person (s) must:

- Record all relevant details on the **Record of Medication Given** form
- Ask the child's parent or carer to sign the form to acknowledge that the medication has been given.

When the medication is returned to the child's parent or carer, the designated person will record this on the **Medication Log**.

If a child refuses to take their medication, staff will not force them to do so. The Coordinator or Assistant Coordinator and the child's parent or carer will be notified, and the incident recorded on the **Record of Medication Given**.

### **Specialist training**

Certain medications require specialist training before use, eg Epi Pens. If a child requires such medication the Coordinator will arrange appropriate training as soon as possible if it has not been covered in the member of staff's Paediatric First Aid training.

### **Changes to 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) and the **Medication Log** must be updated

### **Long term conditions**

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.

Policy Updated: September 2023

To be reviewed: September 2024