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# Administration of Medication Policy

## Aim

Dainty Little Hands Ltd. Out of School Clubs puts the well-being of the children in its care at the very core of its services. The organisation is keen to help children to attend, where appropriate, even if they are taking medication and to enable this to happen staff are trained to administer medication on site.

## Procedure

In order for medication to be administered the following procedure must be adhered to by parents and staff.

1. The provision requires written and signed consent in advance from parents which clearly shows the date, dosage, and expiry date of any medication to be given. Always use the Health Management Handover Form for this purpose.
2. Dainty Little Hands Ltd. Out of School Clubs must be given a separate set of medication for each child from the Parent/Carer. This medication will be securely locked in the filing cabinet based in each Club setting. This set of medication is separate from the medication given to the Host School, and must remain within the Club setting.
3. Any medication left with staff for administration must be in its original container and bear its original label. The label must be legible and have the name of the child on it. If the medicine has not been prescribed for the child staff must not under any circumstances administer it.
4. If there is a delay in obtaining a separate set of medication and the only source of medication available to be used is the set given to school, this may be used temporarily and ALWAYS returned to the school at the end of each session.
5. When administering medication, staff should:
   1. Wash their hands for 20 seconds using anti-bacterial handwash and warm water.
   2. Obtain child’s verbal consent to accept their medication.
   3. Refer to the permission to administer medication form and to the administration record and carefully check that all details are correct.
   4. Be certain of the identity of the child to whom the medication is being given.
   5. Check that the prescription on the label of the medication is clear and unambiguous.
   6. Check the name of the medication matches the Health Management Handover form.
   7. Check the name of the child on the label matches the Health Management Handover form.
   8. Check the dose and method of administration.
   9. Check the expiry date of the medication against the Medication form.
   10. Check that the child is not allergic to the medication against the Allergy list.
   11. Administer the medication as instructed on the label and as specified in the Health Management Handover form.
   12. Keep clear and accurate, signed records of all medication administered, withheld or refused and ensure this is recorded on the Health Management Handover form.
   13. Monitor any children taking medication and report any side effects immediately to the Club Manager. Any side effects should also be reported to the Managing Director (Jayne Dainty), the Support Managers (Aimee Smith and Tom McCaughey), and the Parent/Carer collecting the child.
   14. Inform parents/guardians that the medication has been given when they pick up their children and ensure the Health Management Handover form has been signed by them.
6. All medication should be kept securely in the cupboard or filing cabinet allocated within each club.
7. If a child refuses to take their medication staff should never attempt to force or coerce compliance. They should note the refusal in their Health Management Handover form, and follow any agreed procedures set out in the individual child’s health care plan. Parents should be informed of the refusal on the same day.
8. If a refusal to take medicines results in an emergency, call 999 immediately, then the child’s parents, and then Jayne Dainty.
9. The organisation will administer certain non-prescription medication but insist that any request for this is accompanied by a permission form which is signed by the Parent/Carer. Staff can administer non-prescribed medication for a maximum of three days, after which time they will no longer be able to continue giving the medication. At any time during the three days, if the staff deem that the child's health has deteriorated, or they have concerns for his/her health, the parent/guardian should be contacted and asked to collect the child (or make arrangements for the child to be collected by another named person) and refer them to their GP.
10. Written permission is required for emergency treatment of chronic illnesses, such as asthma where inhalers may need to be given on a long-term basis.
11. Staff will be asked to attend general training in the administration and monitoring of medication and to meet specific needs concerning administration, or other health-related matters.
12. Staff should give their consent on the Health Management Handover Form to say they are willing to administer medicine. This is a voluntary decision by staff and no pressure will be brought by the Club Manager to perform this role.
13. The Support Manager(s) are responsible for ensuring that there are enough staff who have been appropriately trained in the administration of medication to cover all working shifts.
14. In an emergency, the first aider should be called, an ambulance called for and parents informed immediately.
15. The Support Managers and Club Manager should monitor staff to ensure the procedures are being carried out, and that they are clear to all. Staff will be asked to feedback at meetings any areas of concern or to identify training needs that they may have.
16. The policy will be reviewed yearly, and amendments and changes will be made as appropriate.
17. Medical information, including details about medicines, should be treated as confidential by all staff.
18. If for any reason, medication has been removed from the original foil packaging, or has been in contact with the member of Staff administering the medication, the medication must be safely discarded in a zip-lock bag and kept in the filing cabinet. Staff must not throw away medication that has been discarded from the packaging. Staff should inform the Parent/Carer of the discarded medication and request more if needed.

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| Next review date: | \_\_\_\_\_\_\_\_\_\_\_\_\_01/08/2024\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signed: | \_\_\_\_\_\_\_\_\_\_\_\_\_Jayne Dainty\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_08/08/2023\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Accepting or Refusing Medication

Obtain consent to administer medication from parents/carers and verbal consent from the child

If the child refuses… If the child accepts…

Administer the medication as per the directions on the medicine and on the Health Management Handover form

Call parents/carers to inform them of the refusal and to ask for further advice

**HAVE THEY REFUSED AN INHALER?**

Call 999 immediately if a child refuses their inhaler

Record accurately on the Health Management Handover form, including time of refusal

Implement any actions from the parents. Ensure that this is also recorded on the Health Management Handover form