

Medicine and Supporting Children with Medical Needs

The administration of medicine at club:

The management is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and visitors to share this commitment. It must be noted that “medicines should only be administered at club when it would be detrimental to a child’s health not to do so.”

The school will not administer to children any medicines that have not been prescribed by a GP or consultant. All medicines MUST be in the original packaging with the pharmacist’s label attached stating the GP / Consultants prescribing instructions. The club will only administer the dose prescribed by the GP/Consultant in accordance with the instructions on the pharmacist’s label. All the necessary paperwork must be completed by the parent before school will accept any medication into club.

Policy aims:

- To ensure the safe administration/supervision of medication to children where necessary to help support attendance.
- To ensure the on-going care and support of children with long term medical needs via a health care plan.
- To explain the roles and responsibilities of club staff in relation to medication.
- To clarify the roles and responsibilities of parents in supporting the club adhere to the policy.
- To outline to parents and staff the safe procedure for medication storage.
- To outline the safe procedure for managing medicines on club visits.

Roles and Responsibilities:

It is important to us that we establish how important collaborative working arrangements are between all those involved in the administration of medicines . This policy establishes how they will work in partnership to ensure that the needs of children with medical conditions are met effectively.

Management

- To make arrangements to support children with medical conditions in the club.
- To ensure that a policy for supporting children with medical conditions in the club is developed and implemented.
- To ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.
- To ensure that any members of the club’s staff who provide support to children with medical conditions are able to access information and other support materials as needed.
- To ensure that the club’s policy is developed and effectively implemented with partners.

- To bring this policy to the attention of club staff and parents and to ensure that the procedures outlined are put into practice and that each party understands their role in its implementation.
- To ensure that all staff that need to know are aware of the child's condition.
- To ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.
- To ensure that staff receive appropriate training and support.
- To ensure that this policy is revised annually

Staff

- To follow the procedures outlined in this policy using the appropriate forms.
- To be fully aware of health care plans written by relevant health care professionals for children with complex or long term medical needs.
- To share medical information where necessary to ensure the safety of a child.
- To retain confidentiality where possible.
- To complete any training relevant to the administration of medicines in the club.
- To complete the relevant paperwork as outlined in this policy when administering medicines.
- To take all reasonable precautions to ensure the safe administration of medicines.
- To contact parents with any concerns or refused dose of medication without delay.

Parents/Carers

- To give the club adequate information about their children's medical needs prior to starting at the club or as they arise.
- To ensure medication is in date and labelled with the appropriate pharmacist dispensing label containing GP's dosage instructions.
- Ensure inhalers are in date and have sufficient medication left in them.
- To notify the club of any changes to the medication/dose. This must be supported by either a letter from G.P or medication labelled with new dosage instructions.
- To follow the club's procedures for bringing medication into the club.
- To take any long term medication (e.g. inhalers) home at the end of each academic year.
- To keep the child off if they are acutely unwell or have a contagious condition.

Non-prescribed Medication

The club will not be able to store or give medication that has not been prescribed by a GP or consultant for a child. This will include medication given under the minor ailment scheme and medication bought over the counter. This is because the medication will not have a dispensing label on the container providing all the relevant information required.

Missed Dose

If a child refuses a dose of medication, the child will not be forced to take the dose. The parent/carer will be contacted that day. The missed dose and

parental comments will be recorded in the 'missed dose section' of the appropriate form.

Spillages

Any spillages (including broken / dropped tablets) will be recorded and parents will be informed. This will be recorded on FORM 7 (SP)

Medication Procedures

Short term medication should only be brought into club if it is detrimental to the child's health not to have the medication during the day. In the case of antibiotics, only those prescribed FOUR times per day will be given at the club.

The club will not accept medication that has been taken out of the container as originally dispensed, nor make changes to the prescribed dose. Medicines should always be provided in the original container as dispensed by the pharmacist and should include the prescriber's instructions for administration.

In all cases this should include:

Name of the Child

Name of Medication

Dose

Time/Frequency of Administration

Confirmation that the medication has been taken for a period of 24 hours at home with no side effects prior to being brought into the club.

Expiry date (This is on the medication. Eye drops must be discarded 28 days after opening. Antibiotics that have been reconstituted by pharmacist before dispensing will often have a short shelf life of between 7 and 14 days)

The parent/carer must present the medication to the club. It must never be sent with the child. Where possible the club will support the children to self-administer medication.

Prior written consent must be given by the parents/carers for any medication to be given to a child.

Where there are long term medical needs for a child, an Individual Health Care Plan should be completed by relevant Health Care Professionals in consultation with the child's parent / carer. This will be recorded on the relevant Care Plan as provided by Health Care professionals

The child should have had at least the first 24 hours of any new medication at home before it is brought into the club. The parent/carer will be responsible for collecting the medication at frequent intervals in order to review expiry dates and quantity of remaining medication. Any medication that is no longer required must be returned to the pharmacy by the parent/carer for destruction.

Controlled Drugs

Some medication prescribed for children is controlled under the Misuse of Drugs Act. These can be given to children in accordance with the prescriber's instructions. The club will keep the controlled drugs in a non-portable container which will be kept locked. Only named staff will have access to the controlled drug container. The Manager must be aware of any controlled drug on the club premises. Controlled drugs must be stored in the original packaging with a pharmacist's label attached stating GP/Consultant's dosage instructions. The club requests that large quantities of controlled drugs are not kept at the club. Controlled drugs must be recorded on the appropriate form.

Medication on Trips

Medication needed by children will be taken on trips. The child will be informed where their medication is kept and who to ask if they require it. Any children requiring medication on a trip will be recorded on a log prior to leaving. This will be recorded on Form 6.1. Log of children needing medication. A copy of any relevant health care plan will also be taken on the trip. Any medication given on a trip will be recorded on the appropriate form.

Emergency Treatment

The club will call for urgent assistance if there is a medical emergency and FORM 7 (ME) will be used to support staff in calling for assistance. Any medical information the club holds for a child (e.g. details of medication administered, care plans etc) will be given to the emergency services.

Complaints

Should Parents/Carers or pupils be dissatisfied with the support provided they should discuss their concerns directly with the club. If for whatever reason this does not resolve the issue, they may make a formal complaint via the complaints procedure outlined in the club's Complaints Policy.

Staff Training Record – Administration of Medicines

Name of Setting	Wickersley Kids Club
Name	

Type of Training Recieved	
Date of Training Completed	
Training Provided By	
Profession and Title	
<p>I confirm the member of staff names above has received the training and is competent to carry out any necessary treatment covered in this training.</p> <p>Signed.....</p>	

I confirm that I have received the training detailed above	
Staff Signature	
Date	

Medication Consent Form

I will personally ensure that the medication is labelled in accordance with the club medicine policy and the product is in date.

I confirm that the child has taken the medication for 24 hours with no side effects.

I understand that this is a service Wickersley Kids Club is not obliged to undertake.

I understand that I must collect any unused medicine and return it to the pharmacy for destruction.

Signed.....

Date

Relationship to the child

Child's Name	Date	Medication Dose	Signed	Staff Witness

Dose Refused	Date	Time	Parent Contacted	Staff Signature

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Controlled Drugs Form

Name of Child.....

DOB.....

Date & Time	Medication In	Medication Out	Amount of Medication Remaining	Initials of Staff Members	

Medication on Trip Form

Visit to:				
Date:				
Child's Name	Medication	Dose	Time	Staff Signature