

Inverbrothock Out of School Care Club

Charity Number: SC030097

Medication policy

At Inverbrothock Out of School Care Club we understand that children will need to take medication from time to time or on a regular basis whilst at club, depending on their health needs. We operate this policy in order to keep children and staff safe when administering medication to children.

We do not purchase and keep a stock of medication for communal use.

Legal requirements

During registration we will ask on the form if you give consent for your child to undergo any medical treatment necessary during the running of the club. You will also be asked if you authorise staff to sign any consent forms if a delay in getting your signature is considered by a doctor to endanger life.

This is used in extreme circumstances.

You must authorise/not authorise on your registration form. This is for use in a medical emergency.

Failure to give/not give consent will result in your registration with the club being cancelled.

This will be reviewed with you on a 6 monthly basis or at anytime you want to change your choice.

During enrolment we will gather any medical information that we may need.

If your child has any medical needs, then please discuss this with the manager who will give you all the necessary forms.

Forms must be completed before we can administer medication.

Authorisation of medication

Where the care service administers medicines to a child the authorisation for this will come from the person with parental responsibility. Consent to administer each medication should be obtained in writing on receipt of medication.

Medication

The club reserves the right to choose which medications they will administer to children, and this will be done at the choice of the manager.

- We will not administer any paracetamol-based medication or any other pain relief or fever medications during our out of school club operation. We will only administer these medications during our holiday club. This is due to children having to carry medication to the club.
- The children will not be permitted to bring medication into the club for self-administration.
- The medication must come in its original packaging clearly marked with the dosage, times and instructions of dosage and have the child's name clearly printed on it. If it is over the counter medication it must come in its original packaging with the original leaflet present.
- If any of the above labels are not clearly visible, then the medication will not be administered. The parent/carer will be informed of this.
- The medication must also come with its original information leaflet.
- No medication will be administered without written consent from the child's parent or guardian.
- All medication will be kept in individual containers within the locked first aid drawer of the filing cabinet. All containers will clearly marked with the child's name, photo, date of birth, and emergency contact details.
- If medication needs to be stored in the fridge, staff will use the top shelf on the door of the fridge. The fridge is able to be locked.
- A medication permission form must be filled out by the parent or carer before medication can be administered. The form must clearly state:
 - What the medication is and how it is to be stored
 - What the medication is for
 - When the first dosage of medication was given
 - The time that the medication is to be taken at
 - What dates the medication is to be taken from and to
 - Why the child is having to take the medication.
 - Expiry date of the medication.
- All expiry dates will be documents and reviews will be done on medication 2 weeks before the expiry date to ensure enough time is given to order new medication

- The medication form must be filled out every time medication is administered and signed by the staff member who administered it and the staff member who witnessed the medication being administered.
- Two copies of the medication form must be made, and one copy of the form given to the parent every time the medication is administered.
- We will not administer the first dose of a new medication to a child. Parents should have already given at least one dose to ensure that the child does not have an adverse reaction to the medication.
- We will not administer medication if we do not know what the medication is or what it is for.
- Only a member of staff who holds a valid first aid certificate will administer medication to a child.
- There must always be a member of staff to witness medication being administered and to double check the dosage stated.
- Parents must consult the manager before medication is agreed to be given.
- All medication will be reviewed at appropriate times, and this may differ for example a course of antibiotics lasting 7 days will be reviewed at the end of the 7 days. Medications such as inhalers and allergy medication will be reviewed every 3 months or sooner if medication dosages change.
- All medication will be signed in and out of the service. If a child leaves the service and we still hold medication this will be taken to a local pharmacy to be properly disposed of.

The staff and manager have the right to refuse administration of medication if a valuable reason to why the medication is to be administered is not given.

Parents need to be aware of administering medication responsibly and guidelines must be followed.

Medication given to the wrong child

If medication is given to the wrong child at the club, the parent will be phoned immediately to be informed.

Staff will seek medical advice immediately and an ambulance will be called for if needed.

A staff member will accompany the child to hospital.

A detailed report will be written, and a copy will be sent to parent/carer, care inspectorate, and to the committee who will decide what kind of action needs to be taken.

Over dosage of medication

If too much medication is administered, then the staff will seek medical advice immediately and an ambulance will be called for, if needed.

The parent will be contacted immediately to be informed of the child being given too much medication.

A member of staff will accompany the child to hospital.

A full and detailed report will be written and sent to you.

The report will also be sent to the management committee and to the Care Inspectorate.

Our staff are responsible and will administer medication appropriately following this strict policy.

Parents/carers should always discuss their child's medical needs with the manager or person in charge.

The above policy is approved and hereby adopted by the IOOSCC Committee

Updated July 2025.