

Inverbrothock Out of School Care Club

Charity Number: SC030097

Medication policy

At Inverbrothock Out of School Care Club 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.

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.
- The children will not be permitted to bring medication into the club for self-administration.
- Only medications prescribed by a doctor will be administered to a child.
- 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 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 a locked box. This box will be found in the first aid drawer of the filing cabinet located in the club office.
- If medication needs to be stored in the fridge, staff will use the top shelf on the door of the fridge.
- The only medications that we will store within the club are inhalers and allergy medication.
- 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.
- 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.

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 February 2023.