

NORFOLK HOUSE SCHOOL HOLIDAY CLUB ADMINISTRATION OF PRESCRIBED MEDICATION POLICY

Many children will need to take prescribed medication during the holidays at some time. For most, this will be for a short period to allow them to finish a course of antibiotics or apply a lotion, for example. In some cases, there may be a long-term need for pupils to take prescribed medication. To allow children to take prescribed medication during Holiday Club minimises the disruption that could be caused by illness and gives parents access to the service the Holiday Club provides.

If a child attending Holiday Club requires medication of any kind, their parent or carer must complete a Permission to administer medicine form in advance. Staff at the Club will not administer any medication without such prior written consent.

Ideally children should take their medication before arriving at the Club. If this is not possible, children will be encouraged to take personal responsibility for their medication, if appropriate. If children carry their own medication (e.g. asthma inhalers), the Club staff will offer to keep the medication safe until it is required. Inhalers must be labelled with the child's name. Two inhalers or Epi Pens will normally be required on site during the time of the Holiday Club.

Storing medication

The school is committed to ensuring that all medication is stored securely, administered safely and that appropriate records of its administration are kept, as detailed below.

This procedure covers the administration of medication to all pupils, including pupils in the Early Years Foundation Stage.

Prescription medication

The Holiday Club staff will only administer medication that 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

In exceptional cases, where a pupils' parent has been contacted and is en route to the school to collect them, the school may be authorised by the parent to administer Calpol if the parent had previously agreed to this in writing on the Permission to administer medication Form completed before the start of the Holiday Club session. An example of when the administration of Calpol may be appropriate is if the pupil has a high temperature. Calpol is stored securely in the Medication Cupboard in the school Reception.

Procedure for administering medication

A designated staff member will be responsible for administering medication or for witnessing self-administration by the child. The designated person 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
- Ask another member of staff to witness that the correct dosage is given.

When the medication has been administered, the designated person 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.

No member of staff may compel a child to take medication. If a child refuses to take their medication, the manager 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. There will always be members of staff at the Holiday Club who have received appropriate training for the administration of certain types of medication. Where specialist training is required, only appropriately trained staff may administer the medication.

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).

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.