

# Mistley Kids Club

## Medication Policy

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Non-prescription and prescribed medication may be administered to children, but only with written consent of the parent and only when there is a health reason to do so: e.g. cough preparation, body creams or lotions. Please see consent form when registering.

Care is needed in the administration of any medication.

- Parent/Carer must state when, how much and why a child has had medicine before attending the setting, in writing, signed and dated. This is the responsibility of the parent or carer to inform the manager in charge.
- The medicine must be within the use by date and if prescribed **must** have the child's name and date of birth on pharmacy label and must be in the correct original packaging.
- All dosages given must be recorded, when it was given, the time and the amount given and signed by the staff member administering the medicine. An observing staff member will have to countersign.
- Two members of staff must be present when administering the medicine to check the amount and dosage given is correct.
- Any medicine must be stored in a secure tin at the desk. Medicine that needs to be refrigerated must be stored in the top of the fridge.
- Any self-held medication such as inhalers must be administered in front of a senior member of staff. All inhalers are to be left in the care of the manager on the desk in case of emergency. If your child needs an inhaler then it must always be present when your child is in kids club and always labelled clearly otherwise, we cannot allow the child to use it.
- Any/all medicine/medication must be recorded in the daily medication register, filling out all appropriate information, all medication must be collected at the end of the day.
- Sun cream must be provided in hot weather (named or last name for families). This will be administered by a member of staff before going outside and reapplied during the day.
- If your child has been prescribed antibiotics then they must have had at least two doses before attending Kids Club in case of an allergic reaction that the medicine may cause, which may not have happened to your child before.
- If special medical assistance is required, then it is the parent's responsibility to arrange training for play-workers to be able to administer medication. A Certification of competency will be required before a child can be given any such medication.
- If your child has an epipen then only a qualified member of staff will be able to administer this medication in an emergency if your child is unable to do so.
- If your child suffers from travel sickness, we are happy to give them travel pills if you bring them with you on the morning of the trip. We will also have dry biscuits and non fizzy drinks to give them in case of sickness.
- We now have several members of staff that have received training from an NHS specialist (Provide) to administer epilepsy rescue medication. Any medication for this that is kept on the premises will be kept

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in a locked tin in a locked cupboard and only the staff trained to administer this drug will be able to administer it to the child with written consent from the child's parent/guardian

- Staff of Mistley Kids Club who may be taking medication will only be able to work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after the children properly. Staff medication on the premises must be securely stored and out of the children's sight and always reach.
- We have an Amazon device which is set up to serve as a reminder of when each child's medication is due throughout the day. This has been implemented due to the vast number of children requiring medication throughout the day at different times.