

Peak Time Kids' Club

Storage and Administering of Medicines Procedure

Staff must ensure that Parents fill in a 'Medicine Administered to an Individual Child' form.

Medicine should only be administered if it has been prescribed for an individual child.

Staff should ensure that the medicine supplied is in the original container and clearly labelled with the name of the child, the dose of the medicine and the frequency of administration.

Staff must never make changes to dosage on parental instruction.

Medicine should be stored in accordance with product instructions paying particular attention to temperature.

Non emergency medicines should be kept in a secure place **NOT** accessible to children.

Asthma Inhalers and **Adrenaline Pens** or **Piriton** should not be locked away but should be stored safely and made readily available to a child if needed in an emergency. (Some children may be allowed to keep their own inhalers, check with Parents).

If a child is required to take medicine at an After School Session, Parents must inform the club before hand and fill in the relevant paper work.

Before the member of Staff in charge administers any medicine to a child, he/she should check the paper work supplied by Parents and have another member of staff to verify that it is the correct medicine before giving it to the child.

If a child needs specific medication essential to their wellbeing, then training will be sort from a specialist Health Care Worker. The health care plan will be kept in the child's individual record folder.

Staff will not force a child to take medicine if they refuse. If this happens parents will be informed when they come to collect their child/ children and a written record made.

At the end of the session the medicine should be returned to the Parents.