



### Administration of medication policy

Poppleton Road Out of School Club is committed to reducing the barriers to participation in activities for all children. This Policy sets out the steps which Poppleton Road Out School Club will take to ensure full access to all activities for all children who have medical needs and are able to attend the club. The Policy reflects the City of York Local Authority Guidance: “Managing Medicines in York Schools, Early Years and Out of School Settings” (2015).

Medicines should only be brought into the setting when essential i.e. where it would be detrimental to a child’s health if the medicine were not administered during the clubs sessions. It is helpful where possible if medication can be prescribed in dose frequencies which enable it to be taken outside of clubs hours

**Medication will not be accepted without complete written and signed instructions from Parents/Carers.**

### Prescribed Medicines

Only Medication which has been prescribed may be administered by the nominated staff.

Medication must always be provided in the original container as dispensed by a GP, Nurse Practitioner or a pharmacist and handed directly to the club manager or the nominated staff member authorised/trained to administer medicine. A record of receiving and returning medication form will then be completed. Each item of medication must include the prescriber’s instruction for administration. Medicines that have been taken out of the original containers will not be accepted. Parent’s requests for changes to dosage will not be actioned without receiving a new supply which is correctly labelled or a written request from the doctor.

Parents/Carers or the child’s doctor should provide the following details:

- Name of child
- Name and strength of medication
- Dosage
- Time, frequency and method of administration
- Length of treatment
- Expiry Date
- Storage details
- Possible side effects
- Other treatment



Surplus or out of date medication will be recorded and returned to parents/carers for safe disposal, ensuring the receiving and returning medication form has been completed.

### **Non – Prescribed Medicines**

Poppleton Road Out of School Club discourages the use of non-prescribed medication and will not give non-prescription, over the counter medication.

### **Long Term Medical Needs**

Where there are long-term medical needs requiring medication, an Individual Health Care Plan will be completed by the Clubs Manager and Parents/Carers and will include information from other Professionals involved with the child's condition or medical needs. There will be an agreement on how often to review the Individual Healthcare Plan. If anything changes in your child's condition before this review date you should inform the manager.

If there are any special religious and/or cultural beliefs which may affect any medical care that the child needs, particularly in the event of an emergency, this will be included in the Individual Healthcare Plan

Children requiring inhalers can either keep their inhalers with them (with parents written permission or hand them to the club Manager for safe keeping. All inhalers must be clearly labelled with the child's name, dosage and frequency, date and expiry date.

### **Dealing with medicines safely**

Poppleton Road Out of School Club will ensure that all medicines such as Asthma inhalers and adrenaline injector pens are readily available to children and not locked away. They will be stored in a clearly labelled cupboard with easy access, unless the instructions state otherwise.

Medicines are stored strictly in accordance with the products instructions such as temperature and will be stored in the original container in which it was dispensed.

If staff members require medication they should be aware of how this should be safely stored and the manager should be notified in case of an emergency situation.

### **Record keeping**



Poppleton Road Out of School Club will keep a record of medicines administered to children and the staff involved. The parents/carers will always be informed that medication has been administered and they will be asked to sign the relevant paperwork.

A record will be kept of all medicines received and returned.

### **Trips Out**

Poppleton Road Out of School Club is aware of its responsibility under the Disability Discrimination Act and will make every effort to continue the administration of medication to a child whilst on trips away from the club, after a discussion with Parents/Carers.

The Club Manager, or in their absence, the Deputy Manager, will be responsible for ensuring the proper storage, carriage, administration and paperwork for all medication during trips away from the setting.

### **Training**

Poppleton Road Out of School Club will ensure that staff receive proper and up to date training where necessary, in the delivery of this policy and in any available external training courses on child health.

Other ways in which you can support the setting are:

- Make sure your child is well enough to attend and to notify Club if they are in ill health and/or prescribed medication
- All information should be provided as soon as possible, to allow the setting sufficient opportunity to plan and prepare how they can meet your child's needs. Key Workers will be involved in this process.
- Make every effort to attend meetings requested by the setting and cooperate in drawing up the Individual Healthcare Plan (if applicable) and any additional care plans
- Ensure the setting has a choice of two telephone numbers where you can be contacted in an emergency. You must let the manager know if any of these numbers change, e.g. your mobile number or work contact number.

This policy was adopted at a meeting of	Poppleton Road OOSC
Held in:	Nov 2023



To be reviewed in:	Nov 2024				
Signed on behalf of the setting:					
Name of Signatory:					
Role of Signatory:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Manager</td> <td style="width: 50%; border: none;">Deputy</td> </tr> <tr> <td style="width: 50%; border: none;">Manager</td> <td style="width: 50%; border: none;"></td> </tr> </table>	Manager	Deputy	Manager	
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