



Administering Medicines Policy

This policy is supplemental to the Local Authorities guidance on the administration of medication and the Sunrise Kids Club (SKC) Health & Safety Policy.

This policy should be read in conjunction with the MANAGING MEDICINES IN SCHOOLS AND EARLY YEARS SETTINGS 2005 –Dept of Education & Skill and Dept of Health.

Statement

This policy is to try and accommodate requests from parents to administer short-term or long-term medication, where this is necessary for the child to continue to be engaged with SKC after school club.

To this end the following procedures must be followed to ensure that all concerned, staff, parents/carers, pupils and where relevant, health professionals are aware of the pupils condition and what steps have been agreed either to manage the condition or be put in place should an emergency arise.

Definition

Short term medication – where children are taking a course of antibiotics or administration is for a couple of weeks or less, parents must make arrangements for the medicine to be taken outside the hours of the school club day. Pupils who are ill should not attend the SKC morning or after school club, parents who insist on sending poorly children to SKC could ultimately be open to a criminal conduct where social service might need alerting.

Long term medication – medication required to manage a long term medical condition i.e. asthma, epilepsy etc where the medication will be required for extended periods.

SKC Procedure

Request to administer short / long term medication

SKC will only administer medication where 'a request to administer medication form' has been completed by the parent / carer of a pupil. No medication will be given unless this form is completed. The form is to be completed prior to the pupil starting SKC or, or if already in attendance, as soon as the condition is identified.

NB Parents are to be made aware that they should generally make arrangements for medication to be taken before or after SKC. If a pupil simply turns up with medication it maybe necessary to send the pupil home.

Parents are to be reminded that SKC is unable to administer medication to children without the written permission of the parent / carer and information provided on what medication the child can have.

All medication will be stored securely in the medical room cupboard or fridge during the pupils stay.

NB The department of health have advised that it is no longer suitable for children under the age of 16 years to be administered aspirin unless advised by a doctor.

Record of administration

In cases where medication is administered a record on a confidential medication form is to be made of the dose, the time due, when administered and by who. This is necessary for all medication administered but where it is a regular administration of medication this can be a simple checklist. Other administration of medication needs to have more detail included and this information is shared with parent / carers.

Staff Liability

Liability insurance indemnifies all staff to assist with the administration of asthma medication where required.

Last reviewed 10/04/2017