



Medication Box

Administering medication policy

Staff will administer only prescribed medication in its original container and dispensary label only: as long as they feel confident in doing so and have received the relevant training.

All medication must clearly state child's name.

Parents / guardians MUST fill out a **medical consent form** and staff should ensure they are clear about instructions before administering the medication. It is the parent's responsibility to label medicines and to collect them at the end. If unsure contact parents before administering.

If medication is used, this should be recorded in a **medical consent form** and signed by the parent. The medical consent form will include a record of the dose administered.

A child's parent or carer must complete a new Medical Consent form if there are any changes to a child's medication.

Medical consent forms will be in the 'Medication Box' or all can be logged on booking system.

All medication administered must be witnessed on site by a second adult when possible & logged in

Medication Administered Form

No medication for general use will be kept in the first aid box (e.g. Paracetamol / antiseptic spray)

Illness / transferable illnesses policy

Children with transferable / infectious illnesses should not attend the activity so as to protect both other children and staff. In the event that a child becomes ill or symptoms are noticed at a session the parent/ carer will be contacted to collect their child as soon as possible. If a child with an infectious illness is known to be attending the session all other children shall be moved to an alternative area to continue the club whilst the other child is isolated for safety with a designated staff member. This staff member has access to gloves, masks and aprons in the first aid kit if they wish.

If a child becomes ill during the session staff will notify parents/ carers. The staff and parent/ carer may be happy for

the child to stay providing the staff have received relevant training necessary and symptoms are minimal.

Parents / carers are not expected to bring children along to any session if they have any of the following – Common cold, chicken pox, ear infections, food poisoning, gastroenteritis, German measles, measles, meningitis, mumps, tonsillitis, whooping cough.