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**MEDICATION POLICY**

At Kidsize Club Ltd. we promote the good health of children attending our club and take necessary steps to prevent the spread of infection (see sickness and illness policy). If a child requires medicine we will obtain information about the child’s needs for this, and will ensure this information is kept up to date.

We follow strict guidelines when dealing with medication of any kind at the club and these are set out below.

Medication prescribed by a doctor, dentist, nurse or pharmacist *(Medicines containing aspirin will only be given if prescribed by a doctor)*

* Prescription medicine will only be given to the person named on the bottle for the dosage stated
* Medicines must be in their original containers
* Those with parental responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff who will then note the details of the administration on the appropriate form and another member of staff will check these details
* Those with parental responsibility must complete a Medication Record for the administration of each and every medication. However, we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:

1. The Medication Record is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed

2. The dosage on the Medication Record is the only dosage that will be administered. We will not give a different dose unless a new form is completed

3. Parents must notify us IMMEDIATELY if the child’s circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.

* Kidsize Club Ltd. will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist
* The parent must be asked when the child has last been given the medication before coming to the Club; and the staff member must record this information on the medication form. Similarly when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent’s signature must be obtained at both times
* At the time of administering the medicine, a senior member of staff will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication)
* If the child refuses to take the appropriate medication then a note will be made on the form
* Where medication is “essential” or may have side effects, discussion with the parent will take place to establish the appropriate response.

Non-prescription medication

* Kidsize Club Ltd. will not administer any non-prescription medication containing aspirin
* Kidsize Club Ltd. will not administer more than one non-prescription medication for example: (Calpol and ibuprofen), to a child during the course of a day, we will administer one OR the other.
* Kidsize Club Ltd. will only administer non-prescription medication for a short initial period, (for example Calpol will not be administered more than 3 days in a row), dependant on the medication or the condition of the child. After this time medical attention should be sought
* If Kidsize Club Ltd. feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse care until the child is seen by a medical practitioner
* If a child does exhibit the symptoms for which consent has been given to give non-prescription medication during the day, and the child has some medication on site then Kidsize Club Ltd. will always seek phone permission before administering any non-prescription medication.
* For any non-prescription cream for skin conditions e.g. Sudocreme, a Medication Record must be completed by the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child’s name
* If any child is brought to the Club in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at the Club. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form
* As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the Club, together with the times and dosage given.

**Staff medication**

All Kidsize Club Ltd. staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or too unwell to meet children’s needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy. If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform the manager and seek medical advice.

Where staff may occasionally or regularly need medication, any such medication must be kept either in a separate and labelled container. If staff need easy access to the medication such as an asthma inhaler, it may be kept on their person such as zipped away in an inside pocket of a jacket or baf. In all cases it must be stored out of reach of the children. It must not be kept in the first aid box and should be clearly labelled with the name of the member of staff.

**Storage**

All medication for children must have the child’s name clearly written on the original container and kept in the medication box or in a locked container in the fridge: in all cases medication must be stored out of reach of all children.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children’s reach.

Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children.

All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. All prescription medications should have the pharmacist’s details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

Children who have permission from the school to carry and self-administer asthma medication using an inhaler during the school day are also permitted to do so at Kidsize if stated on enrolment form. The child must keep the inhaler in his or her possession at all times while at Kidsize and not share it with any other person. Any time the child is unable to maintain control of the inhaler it must be given directly to a Kidsize staff member. It is recommended that the parent provide Kidsize with a second inhaler as a back-up for emergencies.