



## **Medication Policy**

At the Club we promote the good health of children and take necessary steps to prevent the spread of infection (see Sickness and Illness and Infection Control policies). 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

- Prescription medicine will only be given to the person named on the bottle for the dosage stated
- Medicines must be in their original containers with their instructions printed in English
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to the Head Coach
  1. Those with parental responsibility must give prior written permission for the administration of each and every medication. The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new written permission is given
  2. 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.
- The Club 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/carer 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. Similarly, when the child is picked up, the parent or guardian must be given precise details of the times and dosage given.
- The team member administering the medication, 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
- Where medication is "essential" or may have side effects, discussion with the parent will take place to establish the appropriate response.

Non-prescription medication (these will not usually be administered)

- The Club will not administer any non-prescription medication containing aspirin
- The Club will only administer non-prescription medication for a short initial period, dependant on the medication or the condition of the child. After this time medical attention should be sought
- If the Club feels the child would benefit from medical attention rather than nonprescription medication, we reserve the right to refuse admission until the child is seen by a medical practitioner
- The Club DOES NOT administer any medication unless prior written consent is given for each and every medicine.

Staff medication

All 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 feel unwell and cannot 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 to care for children they must inform their line manager and seek medical advice. The Head Coach will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

Where staff may occasionally or regularly need medication, any such medication must be kept on the person or in the cupboard.

Storage

All medication for children must have the child's name clearly written on the original container and kept in the closed and locked box in the cupboard, which is 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.

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.

Medication stored in the setting will be regularly checked with the parents to ensure it continues to be required, along with checking that the details of the medication form remain current.