



Administration of Medicines Policy

Children who are ill, or have been ill within the previous 24 hours should not be at school or in the club. However, we recognise that children may need medication at some point during their time at Houghton Primary School Out of School Hours Club, for example, if they need pain medication for an injury, if they are asthmatic, if they are on long-term medication for a diagnosed condition or if they have an allergy.

Staff at the club will administer medicines in the following circumstances:

- When a child has an allergy or long-term condition which requires medication. It is the parents responsibility to give the club a copy of the child's protocol, produced by the GP or hospital, giving clear details of the allergy or condition, symptoms and medication. It is the parents responsibility to ensure that the medication prescribed for the allergy is given to the club and is always in date. The club will ensure that staff have been given the appropriate training for the administration of allergy medications e.g. epi-pens
 - All medicines will only be administered by a member of staff if the parents have completed a 'Administration of Medication' form which includes clear instructions for administration. Staff will only administer medications prescribed by health professionals.
 - Once the club is in receipt of a completed Administration of Medicines form a member of staff will be allocated each session to administer the medication, witnessed by another member of staff. Both will sign the record sheet on the back of the form. When the child is collected, the parent will also sign the record sheet. At the end of the course of medication the parent will 'sign off' the requirement for administration of the medicine.
 - All medicines must be clearly labelled with the child's name and instructions for administration.
 - All medicines (except inhalers) must be given to a member of staff to store safely. No medicines must be left in a child's bag.
 - If a child has an asthma condition requiring medication parents must inform the club and ensure that their child has their inhaler with them at all times. Children with asthma are expected to be able to use their inhalers appropriately by themselves. Staff will support younger children and those newly diagnosed. Staff will liaise with parents if children are having problems with self-administration.
 - The club reserves the right to refuse to administer medication which is not prescribed by a health professional. The club will also refuse to administer medication which requires training for administration until the staff have had the training.
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For office use:

Date received:

Date copy returned to par-
ents/carers:



**Houghton
Primary School
Out of School
Hours Club**

