SOOSCC Version 3 October 2023

(SCIO)

ADMINISTRATION OF MEDICATION POLICY

Group Name: Springfield Out of School Care Club (SCIO)

Address of Premises: 141, Springfield Road

 Linlithgow

 EH49 7SN

Policy Reviewed: October 2023

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_Kevin Dorrian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson

**Administering Medication**

Medication will never be given without the prior written request of the parent/carer, which will include frequency, dosage, any potential side effects and other pertinent information.

Record of first dosage of medication given by parent/carer must be recorded.

Medication to treat minor ailments or allergies such as (paracetamol, ibuprofen, Calpol) will not be offered within the club, apart from general first aid and consent given from parents/carers first.

A member of staff will be assigned to administer medication or witness self-administration for each individual child concerned. They will also be responsible for ensuring that:

Prior consent given by parent/carer is arranged and recorded in an administering of medication request form.

All necessary details are recorded on the Medication Form, which is then signed by the parent/carer and staff member.

The medication is properly labelled and is the original container/packaging along with the instructions of use this will be safely stored during the session. (storage of medication must adhere to the pharmaceuticals labeling advice on storage) any child requiring medication will have their own medication box and will be stored securely and safely at all times, labellled with child’s name and DOB.

It should be in its original container with the pharmaceutical label that clearly includes the child’s name, DOB, the date, the type of medicine and the dosage to be given.

Another member of staff acts as a witness to ensure that the correct dosage is given and must be recorded in the medication records sheet, the staff member who has administered the medication must sign and date along with any reactions to taking the medication and be countersigned by the witness staff member.

Parents/carers sign the Medication Form to acknowledge that the medication has been given and medication handed back to the parent/carer at pick up time of the child. **No medication will be held overnight unless arranged with parent/carer and if held will be in lockable cupboard and management will secure keys.**

Wherever possible, children who are prescribed medication should receive their doses at home. If it is necessary for medication to be taken during sessions at the Club, children should be encouraged to take personal responsibility for this, where this is appropriate decided through risk assessment.

Please note

the Club will only give recently prescribed medication.

If for any reason a child refuses to take their medication or spits out medication, staff will not attempt to force them to do so against their wishes. If and when such a situation occurs, the Manager and the child’s parent/carer will be notified, and the incident recorded on the Medication Record.

Where children carry their own medication, (asthma pumps or insulin for example), the Club recommends that staff hold onto the medication until it is required. This is to minimise possible loss of medication and to ensure the safety of other children. Inhalers should always be labelled with the child’s name.

**Storing of medication**

Storing medication most medication should be stored in a locked cupboard or locked container which is out of reach of children in an area that is below 25oC. Some medication will need to be stored in a fridge. In larger care services it might be appropriate to have a dedicated medicines refrigerator. This should be lockable and be kept at a temperature between 2oC - 8oC. The temperature should be checked each day using a maximum and minimum thermometer. Record both the maximum and minimum temperature. In a small service where it is uncommon for medication to require refrigerated storage, it can be kept in a plastic labelled container in a domestic fridge. As per Care Inspectorate guidelines.

**Storage of controlled drugs**

Will be kept in a secure cupboard which can only be opened by authorised management.

**Medication while on outings/trips**

If a child requires medication when out on a trip the above procedures will apply, staff will carry the medication in the child’s required secured box (dependent on storage instructions) where possible medication will be given either before or after trip with parents/carers permission. Where this is not possible the record of administration of medication will be filled in and recorded at the time of given the medication.

If there is any change in the type of medication – whether regarding dosage or other changes to the information given on the Medication Form – a new form must be completed.

Any unused or no longer required medication will be returned to the parent/carer to ensure correct disposal of medication is carried out.

Written consent given from parents/carers to treat minor ailments (cuts, bruises, burns and stings) and will be recorded in our accident/incident recording procedures.

**Circumstances which children may take non-prescribed medication.**

Non-prescription medication e.g. pain and fever relief or teething gel may be administered, but only with the prior written consent of the parent and only when there is a health reason to do so. A child under 16 years old should never be given medicines containing aspirin unless it has been prescribed for that child by a doctor.

**Running fever**

If a child displays a fever of 37.5oC or above parent/carers will be called to advise of child’s temperature and advised will be monitored if child is showing to be well, the child will be offered a drink to keep the child hydrated, keep them cool remove layers of clothing where appropriate, open a window or go to cooler area of the club, if the child still displays a temperature staff will call the parent/carer to come and collect their child, the child will be comforted and invited to sit at a quiet area until arrival of the parent/carer, the parent/carer will then be informed of the child’s temperature and any symptoms displayed.

**Staff training**

The Club staff may require additional training for some medication for example an Epi Pen. The manager will ensure this training is given at the earliest opportunity. The safety of the child should be discussed with the parents/carers. If staff are not trained, it may be necessary for the child to attend while training is sought in order to protect the child.

If a child needs medication requiring specialist knowledge or training only trained staff may administer the medication.

**Sun cream**

Staff will not apply sun cream to any child or young person, parents should ensure they apply this to their child/children prior to attending club. Parents have permission to allow the child to bring sun cream with them and apply themselves throughout the day. Sun cream must be handed to a staff member for storage and labeled clearly with the child’s name.

Helen Anderson