Zac’s Club Limited 

Administration of Medication Policy and Procedure

**Statement of Intent:**

To ensure that the administration of medication is given safely and in accordance with the needs of the child, and we have the appropriate consent and information from parents/guardians.

1. Procedure to follow when a child is on any kind of medication ensures the child’s safety, and that staff can administer appropriately.

* Prescribed medicine will be given but only once the parent/guardian has completed the appropriate paper work for the administration of medication.
* Prescribed medicines that state 3 times daily will be given 8 hours since the last dose was given, and the parent/guardian needs to inform us via our medication form what time this was. Where medicine is 4 times daily, we will administer 6 hours from the last dose, unless specified differently on the label or enclosed leaflet.
* The playworker who has taken the medication for the child from the parent will administer the medication and will ensure that a colleague witnesses this and both will sign and detail the time the dose was given and the amount, students will not be able to administer medication or act as a witness. The staff member must be Paediatric First Aid trained to administer.
* Parents will be asked at the end of each session to sign off in our medication file that we have given the medication.
* In the event that prescribed medication has been given during school hours, and passed on to us, without the need for further administration during our session, this will be stored in accordance with the instructions, and handed over to the parent at collection.
* Non prescribed medication will not be given.
* Our records will be kept for 10 years.

2. All medication is stored appropriately and safely.

* All medication must be labelled clearly as to what it is, and must have the child’s name on it. Prescribed medicines can only be administered to the child they are prescribed for.
* Medicine will be stored ac**c**ording to the guidelines on the bottle, or enclosed leaflet.
* All medicines will be stored out of the reach of all children and put into the Zac’s Club fridge or a secure cupboard whichever is required. Ongoing or emergency medication such as Epi pens and inhalers are stored in the medical box in the child’s classroom, and accessible to the Before & After School Club staff.
* Where a child needs to have controlled drugs ie for Cancer treatment we will provide a wall unit fixed in place and this will be locked at all times.
* For any child who joins us with complex care needs we will set up an Individual Health Care Plan (IHCP). This is required for any child who has a registered Health Care Professional involved in their care. This could be a need for medical procedures to be undertaken eg. Tube feeding, they may require long term medication for diabetes, or for children who suffer from Epilepsy, or have dietary needs etc.
* The Health Care Plan will be written by the Manager with support from the child’s parents and any other health care professional if relevant. The plan will be followed by the entire team and where additional training is required all staff will be required to attend. The Manager will access training from the relevant health care professional and will ask the parent to have the plan signed off by their health care professional.
* We will not take children at short notice with complex medical needs and will advise parents that they will have to wait until the IHCP, training etc is in place, before the child can attend the club.
* There is no requirement for us to send a copy of a health care plan to our insurers. We have been advised by our insurers that they are happy that we have the plans signed by parents. In the event of an incident, then they will ask to see the plan.
* Health Care Plans will be reviewed annually, but if anything changes with the child’s care it will be reviewed immediately and staff will be made aware of these changes.
* All staff must have an up to date Paediatric First Aid qualification and are advised in their job description and at induction of their responsibility for administrating medical care to the children. They will only undertake medical procedures after training and will always perform all medication related tasks with a witness.
* Where children with an IHCP are going out on visits from the setting, the Manager on duty will ensure that any medication, epi pens etc are taken with the child. They will have the training, knowledge and competence to administer the medication as required. A risk assessment will be undertaken for outings.
* Epi pens and needles will need to be put safely with other medicines and where needles need to be stored and disposed of we will seek advice from the health care professionals and purchase appropriate disposable containers.

3. Our emergency procedures ensure the best interests of the child at all times, and that parents/guardians are kept fully informed.

* In the event of an emergency, the child’s contact details will be used to try and inform agreed persons.
* If in the unlikely event we cannot contact you then the manager/deputy will act accordingly and in the child’s best interests.
* Our procedure is also outlined in our registration documents, where parents confirm that they are happy for us to follow this procedure for their child.
* If hospital treatment is needed and it is an emergency then 999 will be called and the playworker known to the child will accompany them to hospital in the ambulance, if the parent has not arrived by the time the ambulance needs to leave. It is the responsibility of the manager on duty to contact the parents to meet them at the hospital.
* Details of the child’s GP, home address and contact telephone number will be taken with the child to hospital.
* If a child is taken to hospital directly from our setting, and requires treatment resulting in an overnight stay, the manager will inform Ofsted by email as soon as practicable, and follow up with a report of the incident.
* Staff will not provide consent for any treatment to be given.

1. For more minor accidents, our policy and procedure ensures that children in our care, and members of staff are treated by a qualified first aider, and details are recorded and reported as appropriate.
   * It is a legal requirement that we have a qualified First Aider on the premises at all times, however it is our policy that all the Before & After School Club staff hold a paediatric first aid certificate, this information is identified on the notice board for the Before & After School Club, and we retain a copy of the individual’s qualification certificate on file. First aid qualifications need to be renewed every 3 years, and appropriate training is given when renewal is required. New staff must complete this qualification within 3 months of starting employment.
   * All of our staff should obtain their First Aid qualification if they do not have it on coming to the setting, and being employed by Zac’s Club. Each member of staff has a training plan which is agreed within the first three months of starting with the company, and followed up at each appraisal. If they do not have a current First Aid certificate, they will attend the next available training course. Zac’s Club will actively seek suitable courses for employees to attend to ensure the qualification is obtained within 3 months of starting with us.
   * All accidents, no matter how minor, are reported in the accident file. The accident book is easily accessible and children’s details are retained securely after completion. The parent will be advised of the accident at the time of collection and they will sign the accident document. If, for any reason, the parent takes their child without signing the form, the Manager will contact the parent by phone to inform them of the accident, by the end of the session. The parent will then be asked to sign the form the next time their child attends school. The call to the parent will be undertaken before the setting closes for the day.
   * Following any head injury, the procedure for recording will remain the same, however the parent/ carer will be given a “head injury” advice slip at the time of collection of their child.
   * The Manager is responsible for the safe keeping of completed accident records, and the confidentiality of each individual involved. They must also investigate the cause of each accident to ensure future accidents can be avoided. An accident monitoring form is used when filing each accident book to ensure a thorough review of the accident book, and to ensure that any pattern forming (such as the same child incurring multiple entries) is followed up and acted upon.
   * Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) certain incidents need to be notified and reported. Details are on each page of the accident book to ensure this is actioned as appropriate. Serious accidents, especially which require hospital treatment will be reported to Ofsted.

Reference to other policies: Outings policy and Safeguarding Policy