

## **HIGH DOWN AFTER SCHOOL CLUB**

### **MEDICATION POLICY and PROCEDURE**

High Down After School Club will administer medication if the child is well enough to attend the club. The medication will only be administered if it is in the original packaging and has the child's name and dose clearly visible.

A medication form will be given to the parent/carer to sign and must include time and dose required.

Any child deemed not fit to attend the club on any given day, will be refused admission by the Manager/Deputy.

The medication will be kept in a locked cupboard and administered at the appropriate time. It will be administered by Linda Croshaw (Club Manager) or Carol Wallberg (Deputy) who will enter it into the medication log, sign the entry and obtain parent/carers signature when the child is collected. In the absence of both Manager and Deputy this will be carried out by a playworker with a level 3 qualification who holds a current Paediatric First Aid certificate.

It is the responsibility of parents/carers to supply inhalers and epipens which are in date. The club will check regularly that those provided are in date. Club staff should not use out of date epipens unless advised to do so by the emergency services. The club will not use one child's epipen to treat another child.

Reviewed May 2017