



MEDICATION POLICY

For those children who require occasional medication to be administered a written agreement along with clear directions, details of possible side effects and details of last dosage administered will need to be given by parents on each occasion. Parents will also be expected to discuss the child's illness and needs with the club staff prior to any medication being administered.

The administration of medicine will be charted on the club's medication consent and record sheet. This requires a second member of staff to witness the medicine being administered. It also requires parents to sign at the end of each day to show that they have been made aware of the dosages administered and the state of the child's health.

Medication will be kept in a locked / secure box away from the reach of children. Medicines must be kept in their original packaging and will be **clearly labelled with the child's name and instructions for use**. They must also be **current and not out of date**.

Where the administration of medicine requires specialist knowledge then training must be given to all members of staff by a qualified health professional. (NMSOSC) ie. the use of the EpiPen.