**Policy for the administration of Medication at Acorns to Oaks @Williamstown**

Our provision understands that many pupils will at some time need to take medicines during the school day or in before and after school club. For some pupils such medication will be essential as it would be detrimental to the child’s health if medicine were not administered during the school ‘day’.

Our provision also recognises that some pupils will have long-term or permanent need for regular medication. Such pupils would be put at a disadvantage if Acorns to Oaks did not arrange for these pupils to take medicines.

While parents retain responsibility for their child's medication, the club has a duty of care to the children during sessions and wishes to do all that is reasonably practicable to safeguard and promote children's health and wellbeing.

**Responsibilities**

Acorns to Oaks @ Williamstown takes responsibility for the administration of medicines during club sessions in accordance with the government's and LA's policies and guidelines.

The Registered Person and Director of Acorns to Oaks (Mrs L Brown) will implement this policy and report as required to any services.

Medication will be administered by a member of employed staff.

All staff are expected to maintain professional standards of care, but have no contractual or legal duty to administer medication.

**Guidelines**

**Records**

On admission of the pupil to the club sessions, all parents will be required to provide information giving full details of:

* medical conditions;
* allergies;

- regular medication;

* emergency contact numbers;

name of family doctor/consultants; and

* special requirements (e.g. dietary).

At the beginning of each academic year all parents will be required to up-date the medical form.

**Administration of the Medication**

The club expect that normally parents will administer medication to their children of possible.

Our provision will only manage the administration or administer medicines **when essential**, that is where it would be detrimental to the child’s health if medicine were not administered during the ‘session’. **Medicines will only be accepted when it has been prescribed by a doctor, dentist or nurse consultant and clearly have the pupils name printed on the medication.**

**Short term Medications**

Any requests for medicine to be administered must come from a parent/ carer in writing on the clubs ‘Medication Administration Form’ and each request will be considered on an individual basis.

The Form will include:

* name of parent and contact number;
* name of child;
* name of medicine; and
* name of prescriber and contact details.

**ALL MEDICATION SHOULD HAVE THE DATE CHECKED BY PARENTS AND STAFF BEFORE IT IS AGREED THAT IT WILL BE GIVEN.**

**Although parents should give detailed information, as set out below, the club will follow the instructions as provided on the original medicine container as dispensed by the pharmacist:**

* how much to give;
* how it should be kept and stored;
* how it is to be administered;
* when to be given; and
* any other instructions

The Form will end with the following consent statement:

*The above information is accurate to the best of my knowledge at the time of writing and I give consent to Acorns to Oaks @ Williamstown staff to administer the medication in accordance with its policy. I will inform the club in writing of any changes to the above information.* It will be signed and dated by a parent or someone with parental control.

A separate form must be completed for each medicine to be administered.

Parents will be expected to notify any requests for the administration of medicines at the earliest opportunity and to discuss with the Manager or Assistant Manager.

The medicine must be in the original container as dispensed by a pharmacist with the child's name and instructions for administration as supplied by the pharmacist on the label.

The club **will not** deal with any requests to renew the supply of medicine. This is entirely a matter for the parents.

If the child is required and able to administer his/her own medicine (e.g. inhaler for asthma) a designated member of staff will supervise the administration dependent on the age and understanding of the particular child.

Normally medication will be kept under the control of a designated member of staff unless other arrangements are made with the parent. Medication will be stored in the clubs’ fridge (children do not access fridge) if needed or in a high kitchen cupboard out of reach of any children.

In particular circumstances, such as for children with diabetes, medicines will be administered at times as advised by the child’s consultant or specialist nurse.

The clubs will not allow in any circumstances the administration of non-prescription medicines in school. This includes cough sweets and lozenges, and painkillers.

**Intimate or Invasive Treatment**

The club will not normally allow these to take place in its setting, but in exceptional circumstances the responsible person is authorised to agree to it. Two adults should be present when these take place, at least one of whom should be of the same gender as the pupil.

**Long-term Medical Needs**

The club will do all they reasonably can to assist pupils with long-term needs. Each case will be determined after discussion with the parents, and in most cases the family doctor. The club reserves the right to discuss and seek advice from the medical profession if needed.

**Records**

The school form 'Administration of Medication Record' will be completed in every instance. It will be kept in the Medication file. The form will record:

* name of the pupil;
* date and time of the administration;
* who supervised the administration;
* which medication;
* how much was given; and
* a note of any side-effects.

Members of staff will ensure that the medical record form is filled in and checked regularly.

**Training**

Acorns to Oaks @ Williamstown is committed to providing appropriate training for staff that volunteer or are contracted to participate in the administration of medicines.

**Monitoring and Review**

The Registered Person will be responsible for monitoring the implementation of the policy, and reporting annually to authority who requests the information.

**(Written in September 2019)**