

Administering medication – Out of School Hours

Whilst a child is in our care, we will usually only administer medication prescribed by the child’s own doctor. Parents/guardians/carers must be asked to confirm that the child has been administered the medication at home already, to minimise the risk of the child suffering an allergic reaction.

However if a child’s temperature reaches 38.0 degrees or higher their parents/guardians/carers will be contacted, at this point the parents/guardians/carers will be ask if their child can have liquid paracetemol (calpol). If the paracetemol (calpol) effectively manages the child’s temperature we will keep the child until normal collection time, however if the paracetemol (calpol) is not effective within 30 minutes’ parents/guardians/carers will be contacted to collect their child as soon as possible.

All medication is to be administered by a qualified level 3 or equivalent and witnessed by another member of staff.

All medication will be stored by the guidelines that are referred to in the instructions that accompany the medication and will be done so in the locked first aid cupboard or refrigerator if needed.

Parents/guardians/carers will be asked to sign the administrating medication form to say they are happy their child has received their medication at the correct time and that the dosage was correct.

Where possible parents/guardians/carers will sign to give their permission for a member of staff to administrate the medication appropriately, if this is not possible we will be advised by a member of staff from the school at collection time or on administering liquid paracetamol (capol) or Piriton the parents/guardians/carers permission will be given over the phone.

For on-going medication, such as inhalers for asthma, parents/guardians/carerswill sign an on-going medication form consenting to use, when appropriate, and will be asked to sign when the medication has been used. This will be review termly.

Innov8 Sportz will train staff as and when need to cater for individual medical needs.

**This Policy was approved by the Innov8 Sportz C.I.C Board on 31/8/2012, was reviewed 11 November 2013, has been reviewed again on 12/01/15 and has been reviewed again August 2015 and is due for further review August 2016. Reviewed September 2016 due for further review September 2017. Signed:**