



Dringhouses Out of School Club Policies and Procedures

Medication

Procedures

Staff at DOOSC will administer prescribed life-saving medication to a child or young person. That is medication such as inhalers, Anapens and Parents/carers must complete and sign the Administration of Medication Form (attached to the Health Care Plan or singular if only prescribed anti-biotics etc.), stating dosage, instructions and all other information that must be recorded. Signed consent must also be given by parent/carer. Staff will seek appropriate training for those children with specific health care needs i.e. Anapen training (supplied as part of the new first aid training policy).

The procedure for administering medication at the club is as follows:

- No medication will be given without the prior written request of the parent/carer, including frequency, dosage, any potential side effects, and any other relevant information. The medication must be on prescription or prescribed by a pharmacist.

A member of staff will be assigned to administer medication for each individual child concerned. They will also be responsible for ensuring that:

- Prior consent is arranged.
- All necessary details are recorded.
- That the medication is properly labelled and stored safely and securely during the session.
- Another member of staff acts as a witness to ensure that the correct dosage is given.
- Parents/carers sign the child's Individual Health Care Plan to acknowledge that the medication has been given.

If a child refused to take their medication, for whatever reason, staff will not attempt to force them to do so against their wishes. If and when a situation occurs, the manager and the child's parent/carer will be informed, and the incident recorded on the child's Medication Record in the child's Health Care Plan. In emergency situations an ambulance will be called. Staff will not administer 'over the counter' medication, only that prescribed by the child's G.P/dentist, nurse, or pharmacist.

Where children carry their own inhalers and/or insulin, the club recommends that this medication is handed over to the staff by the parent/carer and stored safely until required. This is to minimise the possible loss of medication and to ensure the safety of other children. Children are able to leave medication (such as inhalers) in their bag so long as parents and staff concerned are happy with this and the bag can be identified quickly in case of emergency. Inhalers must be clearly labelled, with the child's name and dosage instructions, and used only as necessary. This information/consent will be in the child's/young person's Health Care Plan. Training for specific medical conditions must be arranged by parents/carers with the appropriate professionals.

If there are any changes to medication for any child these changes must be recorded on the child's health care plan.

Asthma

At DOOSC we welcome any child with asthma to the setting. We recognise that asthma is an important condition affecting many children. DOOSC are committed to encouraging and helping children with asthma to participate fully in activities (e.g. exercise and sport).

Children at DOOSC continually have immediate access to their inhalers (storage of inhalers is discussed and covered upon induction to the setting). We support children in learning to recognise when they need an inhaler and asking for it.

DOOSC continually ensures that the environment is safe and favourable to children with asthma (e.g. no smoking policy). We also support this by encouraging parents/carers not to bring their pet on site, as well as having nothing in the setting that may trigger an asthma attack.



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Each child with asthma at DOOSC has a Health Care Plan, which records written information of the following:

1. What asthma medication is taken.
2. How it is taken (i.e. inhaler, spacer, or nebuliser).
3. When it is taken (e.g. before exercise, during an attack etc).
4. What triggers the child's asthma.
5. What to do if the asthma gets worse and when it becomes an emergency.
6. Who to contact in an emergency
7. What staff are trained to administer the inhaler/medication for that specific child
8. In house training is offered to staff as part of their induction

Responsibilities

DOOSC have a key person (Inclusion Coordinator) responsible for the following:

- Ensuring that any medication is labelled and not passed its expiry date.
- Ensuring that a record is kept each time a child takes medication.
- Ensuring parents/carers are informed that the child has had an attack and what/if any medication has been taken.
- Ensuring inhalers are always taken on group trips/outings and with the child's group.
- Ensuring each key worker is confident to help the child with their medication and deciding who will administer medication when the key worker is not available.
- Ensuring that all staff are adequately trained.

This policy was reviewed at a meeting of	D.O.O.S.C.
Held in:	April 2024
To be reviewed in:	April 2025
Signed on behalf of the setting:	
Name of Signatory:	
Role of Signatory:	Manager Deputy Manager