



## **Administering Medicines Policy**

The Role of the manager (Melanie) or other designated senior on-site

Medicines are not normally administered in the setting unless they have been prescribed by a Doctor for a chronic condition and has been previously agreed with the on-site first aid or the manager Melanie Lawlee. Rhian Lacey and Ellis Worthy are also acting managers for Safe Hands and will also be designated to assist and administer medication. This includes antibiotics if your child has been prescribed them. Please ensure you discuss with the team your child's illness, dosage and frequency and any possible side-effects that your children may have medication.

Some children may bring in calpol or Nurofen for headaches or earache that are not or have not been prescribed by a doctor but by the parents. These must have a signed permission form with instructions by parent carer and handed to the after-school team. These may be passed on to the after-school team from the school office if necessary.

We keep records of medication that are kept along with daily registers. **Staff will not be able to administer any medicines unless they've received a text and phone call or email and phone call and the signed instructions as to dosage and times.** It is obviously vital that there are no misunderstandings. Any medication will be administered by a first aider. Children who administer medication for example inhalers for asthma, staff need to know details of medication/dosage and that must be kept in the register and in the child information folder. This ensures that the information is readily available and these items may be kept near by the child and away from other children but not necessarily locked away.

Children with asthma and any other ongoing illness that requires medication or any potential first aid intervention must complete a form to be kept in the register and in the child information folder which must also **be signed by parents or carers** confirming that the child has the condition and identify the inhaler or medication that they're able to use. All the children's **medication must be clearly labelled.**

Updated: January 2023

Next review: January 2024

Updated by: Mel Lawlee - January 2023