



MANAGEMENT OF MEDICATION AND ILLNESS POLICY

Ferryfield is committed to supporting all parents and children with identified additional needs to support them to attend the group.

- Every situation of a parent approaching a member of staff to request management of illness and/or medication for their child will be evaluated on an individual basis and if appropriate an individual procedure will be written for the child. A child's health visitor, doctor or specialist voluntary bodies may be contacted to provide further information.
- If a child requires regular or emergency medication, the parent must supply sufficient amounts or the child will be prevented from attending Ferryfield.
- Only medicines prescribed by a recognised Health Professional e.g. doctor, dentist, will be administered to the child. (An exception may be made for age appropriate Calpol, nappy cream, suncream and cream for eczema type conditions.)
- Medicines (with the exceptions detailed above) must be in their original packaging including the information leaflet, 'in date' and be labelled with the following details: The child's name, exact dosage and when to administer the medication.
- Parents/carers must complete a consent form before medication can be administered. A separate form will be completed for each medication. The parent is responsible for telling staff when the medication is no longer required. Once medicine is no longer required, or has run out, the container will be returned to the parent.
- Parents are responsible for giving children the first dose of a medication, to minimise risk of an adverse reaction whilst at Ferryfield.
- The Manager / Playleader will ensure that the medication details are recorded accurately, that these records are kept up to date and information and medication is checked regularly, at least every 3 months. If there is a discrepancy, or staff are uncertain, the provided information will be checked with either the parent, the GP or a pharmacist.
- All medicines will be kept away from the children and stored safely and appropriately, either in a locked cabinet or in a fridge. When the child is on an outing from Ferryfield the medication, and the corresponding records, will be taken with an accompanying staff member.
- A child may refuse to take their medication and the parents will be informed of this. If a child spits out or vomits after taking medication, they will not be administered a re-dose.
- If, in the unlikely event, a child is overdosed or the wrong child is administered medication staff will seek further medical advice and inform parents as a matter of urgency.

Adopted by the Committee

Date

August 2016