



ASHLEY'S HOUSE

Medication

At **Ashley's House** we promote the good health of children attending the club and take necessary steps to prevent the spread of infection (see sickness and illness and **Infection Control Policies**). If a child requires medicine we will obtain information about the child's needs for this, and will ensure this information is kept up to date.

We follow strict guidelines when dealing with medication of any kind in the Club and these are set out below.

Medication prescribed by a doctor, dentist, nurse or pharmacist

(Medicines containing aspirin will only be given if prescribed by a doctor)

- Prescription medicine will only be given when prescribed by the above and for the person named on the bottle for the dosage stated
- Medicines must be in their original containers with their instructions printed in English
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff who will then note the details of the administration on the **Medicine Form** and another member of staff will check these details
- Those with parental responsibility must give prior written permission for the administration of each and every medication, **with the exception of an emergency situation where verbal consent is acceptable followed up with a completed Medication Form (every child must have a fully completed consent form)**. However, we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:
 1. The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed
 2. The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed
 3. Parents must notify us **IMMEDIATELY** if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
- The Club will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist
- The parent must be asked when the child has last been given the medication before coming to Club; and the staff member must record this information on the medication



ASHLEY'S HOUSE

form. Similarly, when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times.



ASHLEY'S HOUSE

- At the time of administering the medicine, a senior member of staff will ask the child to take the medicine or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication)
- If the child refuses to take the appropriate medication, then a note will be made on the form
- Where medication is “essential” or may have side effects, discussion with the parent will take place to establish the appropriate response.

Non-prescription medication (*these will not usually be administered*)

- The Organisation will not administer any non-prescription medication containing aspirin
- The Organisation will only administer non-prescription medication for a short initial period, dependent on the medication or the condition of the child. After this time medical attention should be sought
- If the Organisation feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse care until the child is seen by a medical practitioner
- If a child needs liquid paracetamol or similar medication during their time at the organisation, such medication will be treated as prescription medication with the onus being on the parent to provide the medicine unless in an emergency situation.
- On registration, parents will be asked to fill out a **Medication Form to Consent** to their child being given a specific type of liquid paracetamol or anti-histamine in particular circumstances such as an increase in the child’s temperature or a wasp or bee sting. This form will state the dose to be given, the circumstances in which this can be given e.g. the temperature increase of their child, the specific brand name or type of non-prescription medication and a signed statement to say that this may be administered in an emergency if staff at Ashley’s House CANNOT contact the parent
- An emergency supply of fever relief liquid paracetamol (e.g. Calpol) and anti-histamines (e.g. Piriton) will be stored on site. This will be checked at regular intervals by the **designated trained first aider to** make sure that it complies with any instructions for storage and is still in date
- If a child does exhibit the symptoms for which consent has been given to give non-prescription medication during the day, the Organisation will make every attempt to contact the child’s parents. Where parents cannot be contacted then the manager will take the decision as to whether the child is safe to have this medication based on the time the child has been on the premises, the circumstances surrounding the need for this medication and the medical history of the child on their registration form, **the Manager can seek advice if needed from 111.**
- Giving non-prescription medication will be a last resort and Ashley’s House staff will use other methods first to try and alleviate the symptoms (where appropriate). The child will be closely monitored until the parents collect the child, this will be recorded on the **child illness child illness monitoring form.**
- For any non-prescription cream for skin conditions e.g. Sudocrem, prior written



ASHLEY'S HOUSE

permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name



ASHLEY'S HOUSE

- If any child is brought to the Organisation in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at Ashley's House. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form
- As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the Organisation, together with the times and dosage given
- **Ashley's House will only administer medication without a completed medication form (every child must have fully completed consent form) if it is an emergency situation, the club will make every effort to gain verbal consent before administering medication and then complete the [Medication Form](#), getting the parent to sign this as soon as they arrive at the club. If the club isn't able to get hold of the parents for consent, it is advisable to dial 111 for advice. It is advisable in this situation to also complete the [child illness child illness monitoring form](#).**

Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. Ashley's House will do all it can to make any reasonable adjustments including working with parents and other professionals to arrange for appropriate health officials to train staff in administering the medication. The training must be recorded and logged in the staff file as evidence, stating the date of the training, who delivered it, who it is specifically for (child) and what type of medicine.

Staff medication

All staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or feel unwell and cannot meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy.

If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability to care for children they must inform their line manager and seek medical advice. The manager that is on duty will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour



ASHLEY'S HOUSE

suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

Where staff may occasionally or regularly need medication, any such medication must be kept in the staff room where staff may need easy access to the medication such as an asthma inhaler. In all cases it must be stored securely out of reach of the children, at all times. It must not be kept in the first aid box and should be labelled with the name of the member of staff.



ASHLEY'S HOUSE

Example;



[Medpac | Practical Medicine Storage for use at home or at school](#)

All medication for children must have the child's name clearly written on the original container and kept in a closed box, which is out of reach of all children.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach. Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children and a log of the fridge



ASHLEY'S HOUSE

temperature must be kept.

All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.



ASHLEY'S HOUSE

| This policy was adopted on | Signed on behalf of the Organisation | Date for review |
|----------------------------|--------------------------------------|-----------------------------------|
| 16/05/2024 | <i>Shannon Engel-DaCosta</i> | |
| 16/10/2024 | Dipaley Patel | <i>Date for review 16/05/2025</i> |