

## **Medicine**

PopSOC is dedicated to ensuring the safety and well-being of all children attending any sessions at the club. Therefore PopSOC is committed to ensuring any medication handled by the club is treated with great care and that all procedures in administering medicine are upheld and maintained by its staff at all times.

### **Procedures for managing Prescription Medicines which need to be taken during a session**

If the child has been prescribed a medicine which must be taken at certain times then it is the parent's responsibility to inform a member of staff and ensure that all these details appear on the child's Parental Agreement to Administer Medicine form. The most senior member of staff present will then be responsible for ensuring that the medication is taken as and when instructed. If this member of staff leaves the club during the day, they must ensure that they pass this information on.

If the child is prescribed a medicine which is taken as a result of a reaction in the child, such as asthma inhalers, then it is the responsibility of Playworkers to ensure that the child is comfortable at the club at all times. If the Playworker notices any of the symptoms occurring as described on the child's Healthcare Plan then they must offer the child treatment as directed by both the Healthcare Plan and Parental Agreement to Administer Medicine form.

Before administering any prescription medication during a PopSOC session staff should ensure that the following forms have been completed:-

- ∨ Parental Agreement To Administer Medicine
- ∨ Manager Agreement To Administer Medicine
- ∨ Child's Healthcare Plan if the child is on a long-term medication or suffers long-term ill health.

Playworkers should check that the prescription matches the details on these agreements. Playworkers should then check the Record of Medicine Administered to an Individual Child to ensure that the dose has not already been administered. Once the child has taken their medication it should be recorded in the club's Record of Medicines Administered to An Individual Child book. If the child has a Healthcare Plan, the dose should also be recorded there. Upon collecting the child, the parent

should be asked to sign the records to show that they are aware of the administration.

### **Procedures For Managing Prescription Medicines On Trips & Outings**

On trips and outings the children are always given a key worker who is responsible for ensuring their health and safety for the day. Any child with medical needs will be given as a key worker a member of staff who is aware of those needs. This member of staff will be asked to carry with them the child's medicine and also a copy of their Healthcare Plan, which includes emergency contact numbers. Although it is the parent's responsibility to ensure that these contact details are correct, the child's key worker will check them with the parent before departure. The child's key worker should ensure that they have access to a phone at all times and that they are aware of what action should be taken in the event of an emergency situation.

Before any trip or outing two members of the PopSOC team will endeavour to visit the intended destination and conduct a risk assessment. During this risk assessment they will consider any potential risks to children with medical needs in particular. They will also discuss with the staff at the destination any emergency procedures to follow if necessary. They will note down the nearest emergency exit for each part of the building/area.

### **The Roles & Responsibilities of Staff managing administration of medicine or supervising the administration of Medicine**

No child will be given medicines without their parents' written consent. The staff should check this using the child's Healthcare Plan. Any member of staff giving medicines should check:-

- ∨ The child's name
- ∨ The prescribed dose
- ∨ The expiry date of the medicine
- ∨ The written instructions provided by the prescriber on the label or container.

If the member of staff is in any doubt they should not administer the medicine but check with the parents or a health professional before taking further action. If the member of staff has any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or with a health professional attached to the school or setting.

If any staff member administers a medicine to a child they must keep a written record, which includes the time the medicines were given. This should be done using the club's Record of Medicine Administered to an Individual Child book, found in the Medications Box kept in the staff cupboard, which the child's parent/carer should sign on collection of the child as acknowledgement of the administration.

### **Refusal**

If children refuse to take medicine they will not be forced to do so, but this action will be noted in the records. If the refusal to take this medicine endangers the child in any way, the parents will be contacted immediately. If this refusal results in an emergency for the child then a member of staff will immediately contact an ambulance and also the child's parents or emergency contacts depending upon availability.

### **Parental Responsibilities for Children's Medical Needs**

It is the parents' responsibility to ensure that PopSOC is aware of their child's medical needs. It is also the parents' responsibility to ensure that PopSOC is supplied with the correct medication for their child with written consent to administer it. If the parent would like their child to self-administer medication it is their responsibility to ensure the Request to Self-administer form is completed.

### **The need for Prior Written Agreement from Parents for any Medicines to be given to a Child**

PopSOC staff will not, under any circumstances, administer any medication to children without prior written consent and instruction from their parents. This prior consent will be attained through the use of the form Parental Agreement to Administer Medicine.

### **The Circumstances In Which Children May Take Non-prescription Medicines**

PopSOC staff will not administer non-prescription medication to children. If any parent wishes for their child to receive non-prescription medicine during a session at PopSOC they must write to the Management Committee to gain official consent. However it is only in extreme circumstances that this would be considered. Under no

circumstances will a Playworker ever administer aspirin or medications containing ibuprofen.

### **Assisting Children With Long-term Or Complex Medical Needs**

For children with long-term or complex medical needs PopSOC will provide a Healthcare Plan for the parents. The parents will complete these Healthcare Plans with the Inclusion Co-ordinator, within which the parents should highlight any dangers to their child and what course of action to take in an emergency. The club will endeavour to take all reasonable steps to adjust the setting in order to facilitate children with long-term or complex medical needs. (Please see Special Needs Policy).

### **Children Carrying & Taking Medicines Themselves**

In order to promote development and responsibility within children PopSOC will permit children to manage their own medicine providing the following are complied with:-

- ∨ Parents must fill out a form to request their child to be able to self-administer
- ∨ This will only be allowed where children are deemed capable and responsible enough by their parents
- ∨ The setting must also keep an additional supply of the child's medication on-site
- ∨ Any time a child self-administers medicine this should be noted in the Record of Medicine Administered to an Individual Child book by a Playworker.

### **Staff Training In Dealing With Medical Needs**

PopSOC will endeavour to develop all Playworkers' understanding of the various special needs which may be present at the club. PopSOC will do this by maintaining an information/reference file on special needs.

PopSOC will seek to ensure that the Inclusion Co-ordinator gains significant training in this area. PopSOC will seek to ensure that as far as possible all staff members are qualified in First Aid. PopSOC will liaise with the school health visitor to ensure that

all staff members are aware of how to use an Epipen. Where a parent has concerns about their child, or where a child has complex needs, PopSOC will arrange for the parent to visit the club to explain their child's needs.

### **Record-keeping**

It is the responsibility of parents to inform PopSOC about the medicines that their child needs to take and to provide details of any changes to the prescription or the support required. The PopSOC Inclusion Co-ordinator should check that the information provided by the parent is the same as that provided by the prescriber.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. In all cases the PopSOC Inclusion Co-ordinator will check that the written details include:-

- ∇ The name of the child
- ∇ The name of the medicine
- ∇ The dose
- ∇ The method of administration
- ∇ The time/frequency of dose
- ∇ Any side effects
- ∇ The expiry date

The parent/carer should fill in the Parental Agreement to Administer Medicine form to give all these details. This should be checked against the medicine's container. The Manager should then fill in the Manager Agreement to Administer Medicine form to confirm that a member of staff will administer medicine to that child.

### **Safe Storage of Medicines**

Any medicine which is to be kept at a cool temperature will be kept in a container in the fridge, or according to instructions. Any medicines which are to be kept on-site will be kept in the medicines box in the staff cupboard. The children do not have access to this cupboard at any time.

### **Emergency Procedures**

In the event of a medical emergency with a child the following actions will be taken:-

- ∇ Staff will apply or administer medicine as recommended by the child's Healthcare Plan
- ∇ Staff will contact an ambulance with an explanation of the child's condition, along with the address and contact details of the club as detailed on the Emergency Services Contact Procedure on display in the club
- ∇ Staff will keep the child comfortable and apply First Aid as necessary
- ∇ Staff will contact the child's parents or emergency contacts
- ∇ One member of staff will be sent out to greet the ambulance.

### **Risk Assessment & Management Procedures**

When a child with special needs is registered with the club it will be the duty of the Inclusion Co-ordinator to undertake a risk assessment of the club on the child's behalf. The Inclusion Co-ordinator will then confer with the Manager and the parents, who will be invited to make any adjustments as necessary to the document and make any recommendations to the club as appropriate. Any reasonable changes will then be made to the setting to make the child more comfortable. The outcome of the risk assessment will be shared with all staff and Committee members to ensure that the child is kept safe at the club at all times.

Policy written January 2009

Policy agreed