

Medication Policy

Jimmy Grimboll's is committed to supporting parents / carers and children who attend the club, if at all possible, but it is recognised that there may be occasions when support with regards to medication is not possible.

If a child is on prescribed medicine and well enough to attend the Club, the Management Team may administer medication following the procedures laid out below. However, in the event of a child requiring specialist medication, the Club, working together with parents / carers, will have to receive training from a qualified health professional before undertaking such a procedure.

Staff administering medication will adhere to the following procedures at all times:

- Parents / carers must complete and sign an Administering Medication Form
- Only staff with a First Aid qualification or with specialist knowledge/training will administer medication
- Staff will record details of any medication administered
- If medication has been administered, parents/carers will have to sign the staff record to acknowledge the entry, when they collect their child at the end of the Club session.

- **Medicines must be stored in their original containers and be clearly labelled and inaccessible to all children. *Venture Trails Ltd* All medicines will be stored in the locked cupboard and all staff are made aware of this.**
- **Inhalers will be stored in the top right hand box, in the storage section, in the Snack Room for ease of access for all Asthmatic children. This will be discussed with individual parents and all staff will be aware of where such items are kept. The children involved will also be made aware of where the inhalers are kept but asked to keep it private to themselves in order to prevent other children from having access to the inhalers.**
- **Medicines will not be administered unless they have been prescribed by the child's doctor.**

Further information on the medical needs of children is displayed within the lockable cupboard, on the inside of the door and it is the responsibility of the Supervisor to ensure up to date knowledge of the needs of the children within the Club. Should a child require Emergency Medical Treatment then the Supervisor will initially check that the Emergency Medical Treatment Form has been completed and then follow the guidance laid out in the Health, Illness and Emergency Policy.