

Richmond Hillbillies Policies and Procedures 2020/2021

Richmond



Hillbillies

Medication

Wherever possible children should have their medication administered at home.
The club Manager/deputy is responsible for all medication administration.

Children's prescription medication can only be administered if a Hillbillies medication form is completed and signed by the parent/carer beforehand. The name of the medication, dosage and frequency and reason for the child being prescribed the medication must be included on the form.

The medication must be in the original container and have the child's name, frequency and dosage on it. The expiry date will also be checked. The medication will be stored as detailed on the label and kept safely away from all children.

Staff can decline to administer medication if they are in any way uncomfortable about it. Parents/carers will be informed about this at the time of the request.

If training is required to be able to administer certain medication then this will be sought, from a suitable professional, before we will take on that responsibility. This may mean the child cannot attend the club until staff have been trained.

Where a child carries their own medication i.e. inhalers or insulin it is recommended that the club keeps the medication safe until required. Inhalers need to be labelled with the child's details and dosage. Long-term medication such as inhalers can be detailed on a medication form which will be renewed $\frac{1}{2}$ termly or when changes are necessary.