

Burgh After School Club



Administration of Medicine Policy

1. A permission form will be presented to the parent for permission for BASC staff to administer medicine to their child; no medication will be given without parental permission.
2. Staff will follow instructions stated on signed permission forms from the parent ensuring the child receives the correct dosage of medicine. This will be checked and signed on the form by a second member of staff.
3. All staff will be made aware of any care plans that are currently in place and where to find them.
4. Two members of staff will ensure the correct child is receiving the proper medication prescribed for the said child.
5. Staff will not administer first time doses of any medication in case of an allergic reaction.
6. Staff will only administer medicine from the original bottle/packet clearly labelled with the child's name and dosage/expiry date.
7. Staff will check expiry dates on medicine to be administered for Epipen and Piriton syrup and have the parent sign permission for administration every 6 months for medication mentioned on the child's care plan.
8. BASC will not administer medicines such as cough syrup or paracetamol or any other fever reducing medication.