

Holiday Club Medication Information

We understand that a child may be required to take prescribed medicine during the holiday club activity day and are happy to assist. For most, this will be for a short period to allow them to finish a course of antibiotics or apply a lotion. Allowing children to take prescribed medication during our holiday club minimises the disruption that could be caused by illness and allows the child to continue to attend the holiday club throughout the course of their prescribed medication.

If a child attending Holiday Club requires medication of any kind, their parent or carer must complete a **Permission to Administer Medicine** form in advance. Staff will not administer any medication without prior written consent. Ideally, children should take their medication before arriving.

On arrival, the parent/carer should complete the **Medication Log** with a member of staff detailing the type of medication, dosage and storage instructions. Inhalers and Epi-Pens must be labelled with the child's name. Two inhalers or Epi-Pens will normally be required on-site during the Holiday Club.

Prescription Medication

The Holiday Club staff will only administer medication that has been prescribed by a doctor. All prescription medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage. Medicines must be provided in their original container with instructions printed in English.

Procedure for Administering Medication

A designated staff member will be responsible for administering medication or for witnessing self-administration by the child. The designated person will record receipt of the medication on the **Record of Medication Given** log and will check that the medication is properly labelled, and will ensure that it is stored securely during the session.

Before any medication is given, the designated person will:

- Check that the parent has completed the **Permission to Administer Medicine** form
- Ask another member of staff to witness that the correct dosage is given
- Record all relevant details on the **Record of Medication Given** log
- Ask the child's parent or carer to sign the form to acknowledge that the medication has been given
- When the medication is returned to the child's parent or carer, the designated person will record this on the **Medication Log**

Our staff will not administer the medicine if the child refuses. If this situation occurs, we will contact the child's parent or carer to advise and log the refusal on the **Record of Medication Given** form.

Storing Medication

QM Leisure is committed to ensuring that all medication is stored securely, administered safely and that appropriate records of its administration are kept. Please note that we have a fridge within the centre but cannot guarantee to store the medicine at specified temperatures outside of the normal range for a domestic fridge.

Medicines Requiring Specialist Training

Certain medications require specialist training before use, eg Epi Pens. There will always be a member of staff in the centre qualified in First Aid and trained to administer certain types of medication, such as Epi-Pens and Oral Inhalers. If your child requires a medicine which needs specialist training outside of these parameters, such as injections, pessaries or suppositories we will not be able to administer the medicine without receiving training specific to the medicine and child from an appropriate healthcare professional.