

## **ILLNESS AND MEDICAL ADMINISTRATION POLICY**

### **'MANAGEMENT OF MEDICINES'**

#### **Principle**

We aim to provide comfort for all of the children in our care, which may mean from time to time administering medication. We also have a duty of care to all of the children in our care and our staff to ensure they are kept in a healthy environment whilst at St. Colmcille's After School Club. We believe that children who are unwell require one to one attention in a home environment to enable them to recover from illness. We do not allowed to accept children who are ill into the unit in accordance with guidance issued by our regulating authority Health & Social Services.

#### **Statement of intent**

St. Colmcille's After School Club believes that

- Children, staff and parents should not come into the unit if they are unwell, or have a contagious illness.
- Children, staff and parents who are well, but require medication to be administered are welcome to attend the unit as normal.
- It is important that parents complete on their child's enrolment form about illnesses or allergies the child may suffer from or any regular medication the child takes.
- Should this change parents must notify the play co-ordinator immediately.

#### **Procedures**

##### ***Illness***

- Children cannot be brought into the unit if they are unwell or have a contagious illness of any kind;
- If a child has more than two case of diarrhoea at the unit or vomits, we will contact their parent/carer and ask them to collect their child;
- Any soiled clothing will be double bagged and left for collection for the parents;
- If a child has a temperature we will administer calpol or nurofen, in accordance with the authority given in the child's enrolment form. We will always contact the parent first to inform them. Any layers of clothing will be removed and the child's temperature will be repeatedly taken over a period of 30 minutes to ensure that the temperature reduces.
- If the temperature does not reduce or the level of temperature gives cause for concern then the parent/carer will be contacted immediately. In the case of an emergency an ambulance will be called.

## ***Administering medication***

- Medicines should be labelled with your child's name, exact dosage required and time or times of the day to be administered;
- The play co-ordinator (or someone appointed by them) will always witness the administration of medication;
- Administration of medication forms must be completed and signed by the parents which will be retained for the units records;
- All medication will be stored out of reach, except for any medication which must be refrigerated which will be kept in the fridge which is out of children's reach;
- We will only administer calpol or nurofen where we have received consent to do so on the child's enrolment form and will follow instructions from the manufacturer with regard to dosage to administer in accordance with the child's age or weight;
- We would only ever administer piriton in case of an allergic reaction following telephone consent from a parent or carer. We would require the parent to complete a medication form for this when collecting their child;
- Medication is normally administered using a measuring spoon or syringe;
- This policy links closely with the infection control policy.

See separate policy on epidemics

*This policy was adopted at a meeting of St Colmcille's After School Club Management Committee held on **18th May 2016**.*

*Signed: \_\_\_\_\_ (chairperson)*

*Review date: **May 2017***