



# Chew Stoke Out of School Club

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## Medication Procedure

CSOOSC will only administer medication that has been prescribed by the child's GP with written permission of parent or guardian.

If a child is capable of administering medication on their own (e.g. asthma inhaler) the child is responsible for the medication unless they give it to a member of staff to be stored safely. All members of staff should be aware of where medication is stored. If a member of staff is to administer the medication then the club manager **MUST** be informed and a Medication Form **MUST** be completed.

No child's medication should be administered to another child even if they suffer from the same condition.

## Medication Administration

The following procedure outlines how medication should be administered to a child, provided that a medication form has been completed and signed by the parent:

1. Medication is stored safely out of reach of the children.
2. Dosage should be checked carefully by the Club Manager or Deputy and one other member of staff as witness.
3. Medication administered.
4. Dosage given to be recorded, to include a signature and date. Witness to sign agreement.
5. Medication to be returned to safe storage, in a fridge.
6. At the end of each session the medication is to be returned to the parent and the medication form signed. **NO MEDICATION SHOULD REMAIN ON SITE OVERNIGHT**

Play leaders and other members of staff should be shown how to administer medication as appropriate and be happy to take part in the above procedure.