

Medication Policy

Funzone will administer medicine that has been prescribed for a child by their doctor, NO other medicines will be given.

Parents/carers must complete a consent form detailing the medication, dosage, time of dosage and storage instructions and must sign the form to indicate that they are allowing Funzone staff to administer the medicine. They must also provide an appropriate dosing spoon and storage instructions. The consent form may cover a number of days if necessary or may be ongoing.

If the administration of prescription medicines requires technical/medical knowledge then individual training must be provided for Funzone staff from a qualified health professional. This training must be specific to the individual child concerned and will be arranged by Funzone in conjunction with the child's parents.

Medication must be brought to the club in their original containers, clearly labelled with the child's name.

All medication (including staff medication) will be kept in a box on a high shelf in the Funzone store cupboard unless it must be kept refrigerated.

Once a consent form has been completed an alarm clock will be set to notify Funzone staff that it is time for the medication to be administered.

A supervisor will always administer medication, or will witness the child administering the medicine themselves if they are over 8 and their parents have signed to allow them to do so, with a witness present. The consent form will be read aloud to both witness and child prior to administration, to ensure that the medicine and the dosage to be given is correct.

After the medicine has been given, the medication book will be completed with the details of the medicine, dosage and time given. This will be signed by both the supervisor and the witness. The parent will also sign this book to acknowledge the entry.

Parents/carers are responsible for ensuring that they take their child's medication home with them.

This policy was reviewed on 2nd September 2024