

Muskateers After School Activity Club

Administering Medication Consent Form

Childs Name _____ Date Of Birth _____

Name of Medication _____

Type of Medication _____

Dosage and Frequency _____

Times to be Administered if applicable _____

Start Date of Prescription _____

End Date of Prescription _____

Specific Storage Instructions for Medication _____

Please give any specific instructions on how to administer the medication

Please give details of any other relevant medical information (I.E Allergies, Family Medical History and other medications that are currently being taken)

I _____, hereby consent to the partners of the Muskateers After School Club or a delegated member of staff, administering the above medication to my child according to the details given here and any other relevant medical advice.

Signed _____ Date _____

IMPORTANT INFORMATION

Staff will only administer medication that has been prescribed by a doctor. To ensure that this is the case all medication provided must have the prescription sticker attached which includes the child's name, the date of issue, the expiry date, the type of medicine and the dosage required. **We will not administer over the counter medication.**

Parents/Carers need to complete an Administering Medication Consent form or a Self Administering Consent Form along with an Emergency Care Plan form if applicable. Staff will not administer any medication without such prior written consent or adherence to the above.

Wherever possible, children who have been prescribed medication should receive their dose at home or outside of club operation times. If this is not possible, children will be encouraged to take personal responsibility for their medication, where this is appropriate.

A named medication log will be kept detailing the time and amount of medication administered, along with who administered it. Staff will always be accompanied by a witness whilst administering medication, the witness will also be required to sign the administering medication form. Upon collection of the child, the authorised collectee will also sign the medication log to acknowledge that the medication has been administered as confirmation that they have been informed. It will be their responsibility to inform the Parent/Carer if they are collecting the child on their behalf. The above will also apply when children self administer their own medication.

If a child requires medication prior to attending the club, a handover form needs to be completed by the relevant person handing the child over to us, detailing any previous dosages, times administered and the signature of person who administered. The onus would be on the last person administering to ensure that the paperwork is completed and handed over as the club may not be aware that the child was previously administered the medication and therefore the partners cannot be held responsible for any overdose or non administering of medication as a result of failure to comply with this instruction. Partners will endeavour to contact the parent/carer if there is any confusion.

All medicines will be name and stored securely during the session.

It is the parent/carers responsibility to ensure that all medication held for their child is in date and to replace any items as necessary, as the partners cannot be held responsible for the outcome of any incidents related to medication that has expired due to expiry dates or limited shelf life once opened.

When the medication is returned to the child's parent or carer, staff will record this on the medication log.

If children carry their own self administered medication (I.e Asthma Inhalers), in the interests of health and safety, any medication will be given to staff upon arrival for safe keeping to minimise possible loss and to ensure the safety of other children.

If a child refuses to take their medication, staff will not force them to do so. The partners and the child's parent or carer will be notified, and the incident recorded.

Certain medications require specialist training before use, eg Epi Pens. If a child requires such medication the partners will arrange appropriate training as soon as possible. It may be necessary to absent the child or ask the parent/carer to authorise in writing that they accept the child will attend the club without any medication being administered until all paperwork and training is in situ. This will be at the parents own risk and the partners cannot be held responsible for any incidents arising as a result. Where specialist training is required, only appropriately trained staff may administer the medication.

A child's parent or carer must complete a new permission form to administer medication if there are any changes to a child's medication or medical condition (including dosage or frequency).

The club has the right to decline a request to administer medication if staff are in any way uncomfortable with administering it. The club is likely to decline a request where administering a particular medication involves technical knowledge or possible overdose.

The parent/ carer will be responsible for any fees or charges incurred as a result of their needing to obtain relevant paperwork regarding medical conditions and medicines specific to their child's individual needs , and possibly for training of staff at the club if the cost of this is onerous and detrimental to the clubs financial cashflow.

All the above is necessary in order to comply with current insurance requirements and regulations and is subject to change, failure for the partners to comply would invalidate the policy. As stated previously unless all the above requirements are satisfied the partners maintain the right to refuse to administer any medication and cannot be held responsible for any incidents that occur as a result of administering or non administering medication.