

Medication Policy

Policy Statement

At ClubsComplete™, we have effective procedures in place to support children with their medical needs and promote the good health of all children. We keep records of all medicines that we give to children and inform and show parents these records.

Procedures

- If a child is unwell when they are brought to the club, parents/teachers should inform the ClubsComplete™ member of staff on duty. Under no circumstances can your child attend any of our settings if they have symptoms of COVID-19.
- ClubsComplete™ staff can not administer any prescribed medication without a signed and dated letter of consent from a doctor
- In all instances, parents/carers need to complete a 'Prescribed medication form'. We can only administer over-the-counter oral medication or inhalers with parental consent by filling out an 'Advised medication form'.
- All medication will be administered by the senior member of staff running the club
- Members of the ClubsComplete™ staff are Epi-Pen trained and therefore should a child require this treatment, the parent should inform ClubsComplete™ during the booking process to ensure the staff are aware of this prior to the sessions.
- If a parent asks a ClubsComplete™ member of staff to administer a dosage of medication that is more than the recommended dosage on the medication packaging, ClubsComplete™ can not agree to this request.
- ClubsComplete™ will not administer Aspirin to any child unless prescribed by a doctor.

LAST REVIEWED: 11th August 2021

NEXT REVIEW DATE: 1st January 2022