



Serving young people and the community

Patron: The Duke of Richmond and Gordon

Youth Team - Administration of Medication and Sick Child Policy

Medication

At Chichester Boys' Club we follow the guidelines below regarding medication:

Medication must be in date and prescribed for the current condition.

Children taking any medications must be well enough to attend the setting.

The setting will only administer non-prescription medication for a short initial period, dependent on the medication or the condition of the child. After this time medical attention should be sought.

If the setting feels that the child would benefit from medical attention rather than non-prescription medication, admission may be refused until the child has been seen by a medical practitioner.

No medication containing aspirin will be given to any child attending this setting unless it has been prescribed by a doctor.

All medications must be stored in their original containers, in accordance with product and prescribers' instructions and are clearly labelled and are inaccessible to the children. The instructions must be printed in English. All medication will be securely stored in a locked cabinet in the Youth Team office and out of reach of children. We will ensure that any emergency medication, such as auto-injector pens are stored safely out of reach of children on the top shelf of the youth team office, this will enable easy access as required. Arrangements will be put in place for outings.

Parents/carers must give prior written permission for the administration of medication.

Prior written permission is required for the administration of each and every medication.

This states the name of the child, name/s of parents/carer(s), date the medication starts, the name of the medication and prescribing doctor, nurse, dentist or pharmacist, the dosage, how and when the medication is to be administered.

We will ask the parent/carer when the child was last given the medication prior to attending the setting and this will be recorded in the Medication Log.

We will accept written permission once for a course of medication, for an ongoing medical need under the following circumstances:

The written permission is only acceptable for that specific medication, so if for example the course of antibiotics changes, a new form will need to be completed. The dosage remains unchanged, if the dosage changes a new form will need to be completed.

Parents/carers notify us immediately if a dose has been given prior to attending the setting.

Where a child has a condition that requires on-going medication, we will draw up a healthcare plan with parents. This may include emergency procedures. If there are any changes to dosage from the initial prescription (for example with an inhaler) this needs to be in writing from the child's doctor, nurse or pharmacist.

If the administration of prescribed medication requires medical or technical knowledge, tailored training is provided for at least 2 relevant members of staff by a healthcare professional prior to the child attending the setting.

We use the Medication Log to record any administration of medicine and record, time, date, dosage. The form is signed by both the staff member administering the medication and the parent/carer on collection of the child.

Giving non-prescribed medications will always be the last resort, after trying other methods first to try and alleviate the symptoms (where appropriate.) The child will be closely monitored until collected by the parents/carers.

We will regularly ask you to review your child's registration form and health requirements to check details are correct when the children attend the setting with prescribed medication.

If members of the Youth Team are taking medication which they believe may affect their ability to care for children, they should inform the Youth Team Leader and only work directly with children after seeking medical advice and a thorough risk assessment has been carried out. The Youth Leader will require evidence of this before the Youth team member is able to work directly with children.

All staff medication whether prescribed or over the counter will be securely stored in the youth team office out of the reach of children.

Sickness Policy

All parents are shown this policy so that they are aware of our policy on the exclusion of ill or infectious children. This is also discussed with the parents during the initial visit to the setting.

We promote the good health of all children by:

- Asking parents/carers to keep children at home if they are unwell. If a child is unwell, it is in their best interest to be in a home environment.
- Asking staff, volunteers and other visitors not to attend the setting if they are unwell.
- Helping children to keep healthy by asking parents to provide balanced and nutritious snacks, meals and drinks.
- Minimising infection through our rigorous cleaning and hand washing process (see infection control policy.) Ensuring children have regular access to the outdoors and having good ventilation inside.
- Having areas for rest and sharing the importance of this.

We do not provide care for children who are unwell, have a temperature or sickness and diarrhoea (unless the child's sickness and diarrhoea are part of a previously declared medical condition.) or who have an infectious disease. This is in line with the government

guidance 'Health Protection in schools and other childcare facilities.'

<https://www.gov.uk/government/publications/health-protection-in-schools-and-otherchildcare-facilities>.

The setting adopts a 48-hour rule for sickness and diarrhoea, this means that children, staff and volunteers cannot return to the setting until 48 hours after their last bout of sickness and/or diarrhoea, parents/carers will be contacted and asked to collect them immediately.

In the event of your child/children becoming ill whilst at the setting, the staff will follow the outlined procedure below:

Youth Leaders, assistants and Manager to be informed.

Description of the symptoms/problem to be relayed to the appropriate staff.

Youth Leader to assess the child/ren and decide on appropriate action required.

If the child is thought to have an infectious disease or is deemed too unwell to attend the setting, the Youth Leader will contact the child's parents/carers to ask them to collect the child as soon as possible.

If the child's parents/carers are unavailable emergency contact numbers will be used.

Whilst the child is waiting for collection by his/her parents/carers, the child will be offered fluids and supported in a quiet area by the youth team wherever possible. PPE will be worn as appropriate.

If the child is thought to be infectious, they will wait for collection in an area separate from other children. We will update and inform parents/carers on collection.

Advise doctors appointment if felt necessary.

Request the parent/carer informs us if their child has headlice, this is so we can alert other parents to check their child's hair. This will always be done without naming individual children. Children with headlice are not excluded but must be treated to remedy the situation.

Good hygiene practice concerning the clearing of any spilled bodily fluids is always carried out, in line with the government guidance 'Health protection in schools and other childcare facilities.'

Staff suffering from sickness and diarrhoea do not handle food and are sent home. Staff are not able to return to work until they have been clear of sickness and diarrhoea for 48 hours.

We follow the government guidelines for Health Protection in schools and other childcare facilities and advice from our local health protection unit on exclusion times for specific illness, e.g., sickness and diarrhoea, measles and chicken pox to protect all children in our setting.

We will notify UK Health Security Agency (UKHSA) of any infectious disease that a qualified medical person considers notifiable. (Infectious Disease (Notification) Act 1889.)

We will notify other users of the setting if the child is discovered to have an infectious/contagious condition/illness, to enable them to spot the early signs of the illness. We do this in a way to respect the privacy of the ill child/family.

We thoroughly clean and sanitise all equipment and resources that may have come into contact with a contagious child to reduce the spread of infection.

We will advise the parent/carer on an agreed time of return to the setting, taking into consideration the illness and required incubation periods.

We will ask permission from all parents at registration for us to seek emergency medical advice or treatment. This is NOT consent to any treatment being given, but merely authorised the child to see a medical practitioner if the need arises.

The Youth Leader must:

- Call 999 for an ambulance!
- Follow the instructions from the call handler
- Contact parent/carer.
- Should the child require hospital treatment, the most appropriate member of staff to accompany the child, taking with them any relevant information such as registration forms, grab cards, relevant medication sheets and medication.
- Always calm, children that witness and incident may well be affected by it and may require extra support and reassurance. Staff may also require additional support following an incident.
- Inform Chairman of the Trustees.

Policy Date: 4 December 2024

Review Date: December 2025

Signed:

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.