



Amended May 2017

Medication Administration

The Tree Top Club follows Tockington Manor School's medication administration policy. We will only administer prescribed medication to individual children after receiving a completed and signed Medical Administration permission form stating the name of the child, name of medication, reason for medication, exact dosage and time of dosage.

If a child requires administration of an EpiPen in the event of an anaphylaxis shock, or an inhaler for asthma an Individual Care Plan will be devised by the school's first aid coordinator who will contact parents for specific medical instructions.

Any prescribed medication sent into the holiday club must be in its original packaging and clearly labelled. The medication will be stored appropriately according to the manufacturer's instructions.

When medication is administered, the duty member of staff completes a medication administration form recording the: date, time, dosage amount, this is then signed by the member of staff administering the medication and counter signed by a second staff member.

For children who require regular medication administration, parents are requested to complete and sign an Ongoing Medication Form, which is valid for a year.