



BARNFIELDS EXTRA

BEFORE AND AFTER SCHOOL CLUB

Medication Policy (procedures)

Non-prescription medication will **not** be administered to children in Barnfields Extra. Unless a doctors letter is provided and written consent from the parents or carers.

Prescription medicine is only to be given to the named child, again with the written consent of a parent or carers. An '**Permission to Administration of Medication**' form must be completed providing:

The name of the medication

The dose to be administered

The time to be administered

The name of the child

The signature of the parent

The name of staff who will administer the medication

The name of the witness, eg. other member of staff

The date

The '**Administration of Medication**' forms to be securely stored.

All medicines to be stored in their original containers, clearly labeled and inaccessible to the children.