

Medication Policy

St Mary's After-School Club will only administer prescribed medication.

Parents are advised of this when enrolling their child in After-School Club.

Medication will only be given to Naomi (Leader), Tracey (Deputy Leader) or Maria (Deputy Leader) and will be stored in a safe and secure cupboard in the locked kitchen.

Parents will complete a permission form outlining time and dose to be given. Staff will record, sign, date and record time of medication given.

Administration of Medication (to be completed by parent and Naomi/Tracey/Maria)

I give Naomi/Tracey/ (After-School Club Leader/Deputy Leader) permission to give my child his/her medication.

To be completed by parent/guardian

Date:- _____

Time:- _____

Dosage to be given:- _____

To be completed by After-School Club Leader/Deputy Leader (witnessed by staff member)

Date:- _____

Time:- _____

Dosage given:- _____

Signed (Parent) _____

Signed (After-School Club Leader/Deputy Leader)
