



## **After School Club Medical Procedure/Policy**

**April 25<sup>th</sup> 2016**

If any child is taken ill during after school club, the parents will be informed. To ensure that this can be done efficiently, it is essential that the after school club staff have details with parents' home, mobile and work telephone numbers and an emergency number. Also the same contact details as above of any person nominated to pick up child/children from after school club.

If for any reason, parents/nominated adult cannot be notified about an illness or injury which in the staff's opinion requires hospital or a doctor's attention, then the after school club supervisor will make a decision on the parents' behalf.

Your child will not be examined by a Doctor without your permission unless there is an emergency.

### **MEDICINES IN SCHOOL**

We have a protocol for the administration of medicines and this will be strictly adhered to. The exception to this is self-administered medication for asthma etc. We will only administer medicines with written parental permission and clear instructions.

Parent/Guardian must complete the after school club medication permission form to enable after school club staff to administer any medicine to your child. This form can be handed to school staff at the start of the school day, this will then be passed on to the after school club staff.

Medicines should be handed to a member of staff at the beginning of the school day and are placed in the medicine cabinet. If necessary after school club staff can then administer medicine during the session.

The medicine can then be collected at the end of the session.

