



# ClubsComplete

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## Medication Policy

### Policy Statement

At ClubsComplete, we have effective structures in place to support children with their medical needs and promote the good health of the children. We keep records of all medicines that we give to children and inform and show parents these records.

### Procedures

- If a child is unwell when they are brought to the club, parents/teachers should inform the ClubsComplete member of staff on duty.
- ClubsComplete can not administer any medication without a signed and dated letter of consent from the parent/carer.
- We can only administer prescribed or over-the-counter oral medication or inhalers with this parental consent.
- All medication will be administered by the senior member of staff running the course.
- All details of the medication and dosage will have to be written in our Medication Record by the parent on the day that the medication must be administered. If ClubsComplete have already administered the same type of medication to the child during the same club, parents will not be asked to fill in the information in our Medication Record again, they will just be asked to sign the record.
- All ClubsComplete staff are Epi-Pen trained therefore should a child require this treatment, the parent should inform ClubsComplete during the booking process.
- If a parent asks a ClubsComplete member of staff to administer a dosage of medication that is more than the recommended dosage on the medication packaging, ClubsComplete can not agree to this request.
- ClubsComplete will not administer Aspirin to any child unless prescribed by a doctor.