



| Childcare | Breakfast Clubs | Lunch Clubs | PPA Cover | After School Clubs | Holiday
Camps |

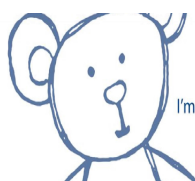
Medicines Policy

Xtra time and 1st Touch Coaching is committed to ensuring that children stay healthy and safe. Xtra time and 1st Touch Coaching has devised its medicines policy and adopted strict procedures, in relation to the administering and storage of medicines to protect the health and welfare of children and all users of the Club.

Xtra time has written this policy to ensure that best practice and procedures are carried out at the Club. This policy complies with the legal requirements of the Early Years Foundation Stage statutory framework.

Implementation of Policy

- If a child or adult requires medicines to be administered during a session at the Club, they will be encouraged to take responsibility for this themselves, providing it is safe and agreed between parent and manager of the club. E.g. with the use of asthma inhalers.
- Parents and carers should discuss the issues with a member of staff and agree on the action which is necessary to ensure the health and safety of the child or adult.
- Members of staff at the Club are only permitted to administer medicines which have been prescribed from a General Practitioner (GP) and if the parents/carers has completed the Club's Administering Medicines Form before the session.



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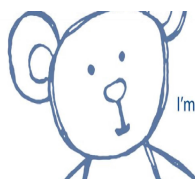
- The Club Manager will refuse a request to administer medication if they feel unable to carry out the task required or feel that they could be placing the child in danger.
- The Club reserves the right to decline a request from parents and carers to administer medication which requires technical/medical knowledge or training which the staff at the Club do not possess. However, training/skills will be sort from qualified professionals, if possible, to ensure the health, safety and wellbeing of individual children.
- The child's School will be responsible for administering any prescribed medication before the child starts their sports session with the 1st Touch Coaches.

Procedure

A member of staff will be assigned to administer medication for each individual child concerned.

They will also be responsible for ensuring that:

1. The medication consent form has been completed correctly and signed.
2. All necessary details are recorded and the staff member clearly understands the instructions for the medication. If the staff



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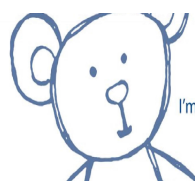
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member is uncertain of any aspect they must consult the Club Manager immediately.

3. The medication is correctly labeled and stored according to the product instructions, in the original container and with written instructions from the manufacturer stored with the medication.
4. A member of staff must act as a witness to ensure when medication is being administered to ensure that the correct dosage is given and to offer support and practical assistance if required.
 - If a child refuses to take their medication, staff will not force them. The Club Manager will contact the child's parent/carer immediately and the incident will be recorded.
 - Under no circumstances will staff at Xtra time administer 'over the counter' medication. Only medication that is prescribed by a qualified medical practitioner will be administered at Xtra time in line with this policy.
 - Children and adults who carry their own medication will be requested to store the medication safely under the supervision of a member of staff until it is required.
 - It is the parent or carer's responsibility to ensure that all medication is clearly marked with the child's name and regularly checked to see if it is still working and in date.
 - If the type of medication or dosage changes and differs from information contained on the Administering Medication



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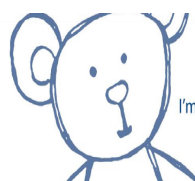
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Permission Form, the parent or carer must complete a new form immediately.

5. For children needing their inhalers during a 1st Touch Coaching session, the Coach will make note of time the inhaler is used and must inform the parent when they collect the child.



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