

	<b>Extreme SLC</b> Standard Operating Procedure	<b>Section:</b> <b>Page:</b> <b>Date:</b> <b>Review Date:</b>	VA 5.10 2 01/07/2018 01/07/2019
<b>Title :</b> MEDICINE		<b>Approved by:</b>	LC
<b>Relevant Forms:</b>			

### Aims

1 To provide camp managers and staff with a procedure to follow if a child needs medication throughout the day.

### Detail

The children's act regulations state that sites must keep a record of all medicines administered to children when in day care. Prior written consent from the parent or carer must be received before staff can administer medicine to children. Consent can be obtained on a consent form and filed with the child's health questionnaires.

The Extreme SLC camp manager must be First Aid trained and has sole responsibility for administering the medicine. The parent or carer must countersign the consent form acknowledging that the medicine that has been administered.

Children who are capable of administering their own inhaler/medication should keep it with them and use it when needed. For younger children, staff will retain the inhalers/medication in a zip-lock bag (which is placed in a medical bag), ensuring they are clearly labelled with the child's name.

Those with severe allergies must have their epipen with them at all times and be with staff who are sufficiently trained to administer the Epipen.

With food or nut allergies, any food offered must be completed with extreme caution and it's the camp manager's responsibility to ensure any member of staff offering or selling food must know the children who cannot be given particular foods. **THE EXTREME SLC CAMP OPERATES A STRICT NO NUT POLICY (Please see separate Nut Policy).**

When the Park is in use, each Group Leader must carry their group's medication. Alternatively, the Supervisor who is overseeing the activities in the Park shall carry all required medication for all groups located there for that session. A paediatric First Aider must be at the Park for the entirety of that session.

**All medication must be signed in and out from the medication box by both staff and parents. Medication is first signed in by the parents and then signed over to the relevant Group Leader. At the end of the day, that Group Leader must sign the**

medication back into the medical box which will finally be signed out again by the parents. The signing in/out form will be kept by the Managers and Supervisors at the signing in desk.

### **Points to remember**

- 1) Parental consent must be received before any medication can be administered (consent form).
- 2) Some medication can be dangerous and must be stored in a secured place.

### **Benefits**

All children can attend Extreme SLC regardless of disability or ailment with the exception of contagious diseases.

### **Audit points**

Medication administering procedure will be observed as part of the audit and Ofsted inspection.