



*326 After School Club @ Codicote
Policy for: Medication
September 2019*

Procedure for Medication

Parents are asked to administer necessary medication where possible; the 326 staff have the right to refuse to administer medication.

The 326 Club will require parents to fill in a Medication Form which will include written instructions on dosage, administration and signature of parent prior to the Club administering any medication.

The Club will require any medication to be labelled with the child's name, dosage and instructions and the medication will remain in the original container in which it was dispensed. Any and all medication will stored safely, away from children.

The Club will retain the Medication Form for their records

If specialist knowledge is necessary, the member of staff responsible will receive training from a qualified health care professional