



## SUMMARY

Shine's Medication Administration and Storage policy prioritises children's health by ensuring medication is only administered with full parental consent, proper documentation, and safe storage procedures. Parents/carers must supply all required medication or medical equipment, and Shine may decline or cancel attendance if essential items, training, or care plans are not in place.

## ABBREVIATIONS

The following abbreviations are used in the policy:

CM – Club Manager

VC – Venue Co-ordinator

SLT – Senior Leadership Team

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## RATIONALE

Shine Wraparound Care Ltd prioritises the Health & Safety of all staff and customers in all its activities and functions. 'Shine' works in partnership with a recognised Health & Safety advisor (Delegated Services) to ensure its policies and procedures are robust and lead to practice that mitigates risk and therefore harm to all.

This policy sets out the procedures to be followed when storing and administering medicines to children. Shine recognises the serious consequences of children with existing medical conditions including asthma, allergies, diabetes, epilepsy, etc. not having appropriate access to medication.

## POLICY

Shine is committed to encouraging and promoting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care. Where possible, all children who are prescribed medication should receive their doses at home. If it is necessary for medication to be taken during sessions at Shine i.e., when it is necessary to preserve life, in the case of an ongoing illness/health problem (non-emergency/one off medication), or a condition which needs to be treated immediately before the condition worsens (e.g. diabetes, allergies, asthma, epilepsy) this policy and accompanying procedures will apply.

Shine reserves the right to decline a request from parents/carers to administer medication or work with a child where technical knowledge or training is required, and no trained staff



member is available. In these cases, as per Shine's Inclusion Policy, Shine would review on a case-by-case basis and make reasonable adjustments where possible.

Medications can only be given with the prior completion of an Administering Medication Form or Care Plan. This form must be signed, dated, and include the correct information about the medication supplied including frequency, dosage, any potential side effects, and any other pertinent information. If there is any change to the medication or administration, a new form must be completed. Parents/Carers take responsibility for; the delivery of the medicine to Shine; the replacement if it is out of date or finished; and return of medication at the end of the day or term.

If for any reason a child refuses to take their medication, staff will not attempt to force them to do so against their wishes, unless it is lifesaving medication. If this situation occurs, the child's parent/carer will be notified, and the incident recorded on the administering medication form.

All medication is stored in a location that is accessible to staff, but out of children's reach, with the exception of inhalers where appropriate. Where it is necessary for medication to be refrigerated, every effort will be made to accommodate this requirement. During before and after-school clubs, the respective school storage procedures will be adopted for continuity.

## **Inhalers**

Use of Asthma inhalers is encouraged to be the responsibility of the child, age permitting. Very young children may need support with their inhalers and staff are prepared to help. If Shine are made aware that a child is asthmatic and they are not in possession of an inhaler, Shine reserves the right to move the child onto a less exertive activity or remove them from the session until an inhaler is provided.

## **Auto-Adrenaline Injectors & Antihistamines**

An Anaphylaxis Care Plan must be completed by parents/carers prior to attendance for children with severe and/or life-threatening allergies. Shine request that a minimum of 2 AAIs are provided by parents/carers; Shine staff do not have access to a 'spare' or 'emergency' AAI.

Antihistamines or alternative medication and their dosages must be listed within the care plan. Shine reserves the right to cancel the customer's booking until the appropriate medication is provided.

## **Diabetes Management**

A Diabetes Care Plan must be completed by parents/carers in advance of their child attending a Shine session. Parents/carers are responsible for providing all required medical equipment, including ketone readers, insulin, handsets to monitor levels, and any fast-acting carbohydrates needed to treat a hypo. Shine reserves the right to cancel a customer's booking if the necessary equipment or medication is not provided.