

Administering Medication

During the booking process parents/carers will be prompted to declare any special needs or medical requirements such as allergies or conditions. They will be required to provide TWO emergency contacts including who has parental consent along with the child's doctor and their contact details; at every new booking, parents/carers have the opportunity to update information.

Each day a summary of medical information is found on display where staff are able to see it, but it is kept confidential to others- this is also discussed within the morning briefing.

FACEvents will provide an appropriate level of training to staff when required.

If a child is on a prescribed medication the parent/carer is prompted to inform FACEvents on the child's medical form upon booking. *Any prescribed medication MUST have the child's name visible on the original label/packaging, FACEvents will NOT accept any prescribed medication without the child's name or where the child's name has been handwritten.*

If FACEvents staff are required to administer medication on behalf of the parent/carer a medication consent form must be completed which will include the exact batch number, expiry date and dosage. No medication will be given to any child without parent/carer consent. Where a child is required/permitted to self-administer medication (e.g. Asthma Inhaler) parents/carers must state this within their medical form.

RECORD OF ADMINISTERED MEDICATION

(Including use of inhalers, epi-pens etc.)

| DATE | CHILDS NAME | MEDICATION | TIME | DOSAGE | ADMINISTERED BY... | WITNESSED BY... |
|------|-------------|------------|------|--------|--------------------|-----------------|
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Handling and Storage of Medication

- All medications should be handed in to the registration desk each morning except in cases where children must have them with them at all times e.g. Epi-pens, inhalers.
- All medication will be stored where staff have easy access but out of reach of children.

Medical / Consent Information

FACEvents does not provide any medication apart from first aid; during the booking process parents/Carers are given the option to tick the consent box regarding medical treatment- this gives staff permission to give emergency medical treatment for their child in the event of a major accident, incident or illness occurring on a FACEvents session.

Sunscreen

As part of the safe caring of children in our care we will advise parents to bring sunscreen for their children to use when necessary. If children have not been supplied with sunscreen then parents/carers will be asked if the child would be able to use the sunscreen of the Holiday Club.