

MEDICATION POLICY

- Any child who needs medication whilst at G.O. Kids Club will require written consent from their parent/guardian. This letter of consent must contain the time and amount to be taken, the name of the medicine and the reason why taking the medication.
- The parent/guardian must inform a senior member of staff whether the child may administer the medication themselves with supervision (inhalers etc.) or should be given the medication by staff.
- G.O. Kids Club has a medication form that must be filled in on every occasion that medication is taken in the club. The time and amount of medication taken will be noted on the form. The form must be signed by the member of staff involved and then countersigned by a witness member of staff. It will then be kept in a confidential file.
- All medications will be kept in a lockable cupboard.