



Brynteg Tigers Out of Hours Club Medication & Illness Policy

Policy Approved by: Michelle Firth

Policy Reviewed: September 2026

Next Review Due: September 2027

Responsible Individual: Michelle Firth

1. Policy Statement

Brynteg Tigers Out of Hours Club aims to promote the health, safety, and wellbeing of all children and staff. We have clear procedures for managing illness and administering medication safely and responsibly. We comply with Care Inspectorate Wales (CIW) requirements, National Minimum Standards, Public Health Wales guidance, and UK GDPR. Our priority is to prevent the spread of illness, respond quickly to health concerns, and ensure medication is administered correctly and safely.

2. Illness & Exclusion

To protect children and staff:

- Children who are unwell must not attend the club.
- If a child becomes unwell while in our care, parents/carers will be contacted and must collect the child promptly.
- Children requiring one-to-one care due to illness or who cannot participate safely will be sent home.

Exclusion periods follow Public Health Wales guidance, including:

- **Sickness/diarrhoea:** 48 hours after the last episode
- **Chickenpox:** return when all spots have scabbed over
- **COVID-19 / respiratory illness:** stay home until well enough and fever-free
- **Impetigo:** return 48 hours after starting antibiotics
- **Conjunctivitis:** return when treated and comfortable
- **Head lice:** no exclusion, but treatment required

Parents will be informed of infectious illnesses in the setting (without naming individuals).

3. Administering Medication

We administer medication only when:

- It is prescribed by a doctor, dentist, nurse, or pharmacist
- It is in its original packaging, clearly labelled with the child's name
- Parents/carers complete and sign a Medication Consent Form
- Non-prescription medication (e.g., paracetamol) is only given with written parental permission and if safe and necessary

Procedure

1. Parent/carer completes a Medication Consent Form (child's name, medication, dosage, time, reason, expiry date).
2. Staff check medication for correct name, expiry date, and original packaging.
3. Two staff members (where possible) check and record administration.
4. Staff record:
 - Time given
 - Dose
 - Reason
 - Staff signatures
5. Parents/carers are informed at collection of what was given and when.

Medication will not be administered without written consent unless it is emergency medication.

4. Emergency Medication

We administer life-saving medication (e.g., inhalers, auto-injectors) in line with:

- The child's individual care plan
- Staff training
- Emergency procedures

Emergency services will be called if needed, and parents informed immediately.

5. Storage of Medication

- Medication is stored in a secure, clearly labelled container out of children's reach.
- Temperature-controlled storage (e.g., fridge) used when required.
- Emergency medication is kept accessible to staff at all times.
- Out-of-date or unused medication is returned to parents.

6. Record Keeping

We maintain clear, accurate records:

- All medication administered is recorded on a Medication Record Sheet.
- Parents/carers sign the record at collection.
- Illnesses, accidents, and injuries are logged in the Incident/Accident Book.
- Records are stored securely in line with UK GDPR.

7. Staff Responsibilities

- Only staff trained in medication procedures and paediatric first aid administer medication.
- Staff regularly check and update children's health and medical details.
- Any concerns about medication or illness are reported to the Responsible Individual.
- Staff follow infection control procedures and Public Health Wales guidance.

8. Infectious Diseases & Reporting

We notify Public Health Wales and CIW of any notifiable diseases as required.

Parents/carers will be informed of infectious illnesses in the setting.

Children and families will not be named.

9. Safeguarding Links

Medication concerns may indicate safeguarding issues (e.g., neglect, untreated illness). Any such concerns will be reported to the Designated Safeguarding Person (DSP) and handled according to our Safeguarding Policy.

10. Review

This policy is reviewed annually or sooner if:

- Guidance changes
- A medication or illness incident highlights the need
- CIW advises updates



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Medication Consent Form

Child's Name:		Date of Birth:	
Parent/Carer Name:		Contact Number:	

Medication Details

Name of Medication	Dosage	Method of Administration	Time(s) to be Given	Start Date	End Date	Reason for Medication

Special Instructions / Side Effects:

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Parent/Carer Declaration:

I request that Brynteg Tigers Out of Hours Club staff administer the above medication to my child as instructed. I confirm that the medication is in its original container, clearly labelled, and within its expiry date.

Parent/Carer Signature: _____ Date: _____



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Medication Record Sheet

Child's Name: _____

Date	Medication	Dose	Time Given	Staff Initials	Notes / Side Effects

Notes:

- Two staff members should check the medication where possible.
- Any adverse reactions or errors must be reported to the Responsible Individual immediately and logged in the **Incident Log**.