Low Port Out Of School Club
S.C.I.O

LOW PORT OUT OF SCHOOL CLUB SCIO

MEDICAL CARE POLICY

Lowport Out of School Club SCIO hold individual medical care plans for all children attending the service that have illness's or allergies.

Care plans are filled in by the parent and senior staff member together and these are reviewed every term and/or if a change in medical circumstances:

- Low Port Out of School Club staff will administer medication to a child who requires it, once parental consent has been obtained;
- General consent is sought in our registration process and more detailed consent obtained for those children who may require emergency medical assistance;
- Minor ailments such as cuts, bruises, burns and stings will be dealt with by a member of staff who has a First Aid certificate and dealt with in accordance to their training;
- Any Child who has a temperature of 37.5 degrees centigrade or more will be given cool packs to stabilise their temperature and their parents will be contacted.

These care plans are kept in a locked medical filing cabinet alongside any medication stored for the child. Medication will be returned to parents when it is no longer required and/or when it is nearing expiry date.

In the event of hot temperatures outdoors children will be provided with sun cream before venturing outdoors. We also seek parental consent in our registration process for providing this.

An inventory of medication is located on the outside of the medical cabinet informing staff what is inside and when this is due for checks.

All staff are required to familiarise themselves with these to ensure knowledge in the event of medical assistance being required. A quick guide is also on display above the cabinet stating all children's illness's/allergies. This is updated annually or in the event of a change of circumstances.

In the event of emergency medication i.e epi-pen and/or inhaler being required staff will follow the step by step instruction provided by the parent in the child's individual medical care plan. In this instance parents will be notified.

During an outing, the Lead Staff member will ensure that they take the medical plan and medication box for any child with a medical care plan. They will also take a stocked First Aid kit for minor injuries.

Once a child leaves the service their parents/carers will be asked to collect any remaining medication within 28 days or this will be handed to the local pharmacy.

Policy History

Revision Date	Author	Description
28 July 2020	Adrian Williamson	Reformatted for website
03 September 2020	Chris Ronalson	Updated