

Substances Policy

Prescribed Medicines

- ✦ No prescription medicine will be given without the parent's written consent.
- ✦ Medicines should only be taken to site when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the day.
- ✦ We only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be in-date, provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- ✦ We never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.
- ✦ It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside session hours. Parents are encouraged to ask the prescriber about this. It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

Controlled Drugs

- ✦ The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations. Some may be prescribed as medicines for use by children, eg, methylphenidate;
- ✦ The site will look after a controlled drug, where it is agreed that it will be administered to the child for whom it has been prescribed.
- ✦ Controlled drugs will be kept in a lock box and only named staff should have access. A record will be kept for audit and safety purposes.
- ✦ Controlled drugs will be returned to the parent when no longer required to arrange for safe disposal. If this is not possible, it will be returned to the dispensing pharmacist.
- ✦ Misuse of a controlled drug, such as passing it to another child for use, is an offence.
- ✦ Staff should never give a non-prescribed medicine to a child unless there is specific prior written permission from the parents. Where the DSL agrees to administer a nonprescribed medicine s/he must follow school procedure.

- ✦ Criteria, in the national standards for under 8s day care providers, make it clear that non-prescription medicines should not normally be administered.
- ✦ If a child suffers regularly from frequent or acute pain the parents should be encouraged to refer the matter to the child's GP.
- ✦ A child under 16 will never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor

Storing Medicines

Large volumes of medicines will not be stored on site. Staff will only store, supervise and administer medicine that has been prescribed for an individual child. Medicines will be stored strictly in accordance with product instructions (paying note to temperature) and in the original container in which dispensed. Staff will ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. Where a child needs two or more prescribed medicines, each should be in a separate container. Staff should never transfer medicines from their original containers.

Access to Medicines

Children need to have immediate access to their medicines when required. Special access arrangements can be made when required. However, it is also important to make sure that medicines are only accessible to those for whom they are prescribed.

Disposal of Medicines

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each term. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal. Sharps boxes should always be used for the disposal of needles. Sharps boxes can be obtained by parents on prescription from the child's GP or paediatrician. Collection and disposal of the boxes should be arranged with the Local Authority's environmental services

Staff on Medication

Staff members are not allowed to be under the influence of alcohol or any other substance which may affect their ability to care for children. If a staff member is taking medication which may affect their ability to care for children, the staff member should seek medical advice and inform their line manager. Super Star Sport ensure that staff members only work directly with children if medical advise confirms that medication is unlikely to impair that staff members ability to look after children properly.

Policy Responsibility and Review

We are committed to reviewing our policy and good practice annually.

This policy was adopted by Super Star Sport	Date: 12/04/2023
To be reviewed: 12/04/2024	Signed: 