

## **UWE Hotshots Holiday Camp: Medication Policy**

The parent, preferably prior to the activity, must administer any medication that a child needs. Although many of our coaches are first aid qualified, they are **not** qualified to administer medicine and are therefore prohibited from doing so. The only acceptance to this is lifesaving medication such as epi pens.

Any medication that a child needs and can administer themselves, must be highlighted to the leader in charge, who, if necessary, can find a safe storage place for the medication, so that it is out of the reach of other children. Lifesaving medication (such as inhalers and epi pens) must be carried with the child during the day.

**For any child with medication, the parent/care needs to complete the self-medication form at the start of the day. (Shown below) This is to be kept on record and updated at the start of each holiday if the child returns.**

Please ensure that you check the registration forms before the start of every day so you are aware of any medical conditions or special requirements that the children may have, and you can check they have the correct medication from their parents.

**SEE NEXT PAGE FOR MEDICATION FORM**

## MEDICINE ADMINISTRATION RECORD Hotshots Holiday Camps

Date:

Member of staff present:  
*(to be completed by staff)*

<b>Location:</b>	
<b>Name of member of staff in attendance:</b> <i>(to be completed by staff)</i>	
<b>Illness medicine is being taken for:</b>	
<b>How to take the medication (if applicable):</b>	
<b>Name of child:</b>	
<b>Address of child:</b>	
<b>Date of Birth of child:</b>	
<b>Parental Consent:</b>	
I give permission for my child to self administer _____ medicine which is treating them for _____.	
This needs to be taken _____ (time/dosage).	
Signed: _____ Print name: _____ Date: _____	
<b>Problems/Difficulties encountered:</b>	
<i>(to be completed by staff)</i>	
<b>Date/time of self-administration</b>	<b>First aid form completed</b>

*\*CFS Staff: Please take a photocopy of completed form and store with medication in a named envelope in the safe (unless medication requires refrigeration), life saving medication to be kept on the child.  
The original copy to be filed with their booking form.*