The Fun Club at Ysgol Maes y Felin
Charity Number 1201378

Medication Procedure

Medicines will not usually be administered unless they have been prescribed for that child by a doctor.

In such cases written agreement and all the necessary information from the parent/carer and written agreement from the management committee/delegated manager must be provided in advance.

If medication is to be given, the following procedure will be followed:

- The registered person will confirm that the administration of medication conforms to the clubs insurance cover.
- If medication is administered to a child it is with the written agreement of the parent/carer and with an understanding of the possible side effects of the medication.
- If medication is self administered by the child, this is in line with the written guidance from the parent and with an understanding of the possible side effects of this medication.
- The parent/carer gives written permission before any medication is given.
- Medicines must be provided in their original containers, within the expiry date listed on the container and clearly labelled with the child's name.
- Checks will be made to ensure that any medication the Club staff are asked to administer is not out of date.
- Medicines will be stored in original containers and will be inaccessible to children.
- Written details of the exact time medication was last administered to the child will be obtained from the parent/carer.
- If the administration of prescription medicines requires technical or medical knowledge then it is the responsibility of the parent/carer to inform the Senior Playworker of this before the child starts at the Club. Until individual training can be provided for staff from a qualified health professional, arrangements may be made for a parent/carer or health professional to join the session in order to administer medication to a child, though this request must be placed in writing and approved by the management committee/manager.
- Written records will be kept of all medicines administered to children. This requires a second member of staff to witness the medicine being administered. Parents/carers must sign the record book to acknowledge the entry
- Each child being given medicine will have their own recording form in order to maintain confidentiality.
- Where necessary the Club staff will liaise with school staff to monitor the administration of medicine and the child's needs on a daily basis.

The Fun Club at Ysgol Maes y Felin
Charity Number 1201378

Gweithdrefnau Meddyginiaeth

Ni roddir moddion fel arfer oni byddant wedi eu rhagnodi gan feddyg ar gyfer y plentyn hwnnw.

Mewn achosion o'r fath rhaid darparu cytundeb ysgrifenedig, a'r holl wybodaeth angenrheidiol gan y rhiant/gofalwr, ynghyd â chytundeb ysgrifenedig gan y pwyllgor rheoli/rheolwr a ddirprwywyd, ymlaen llaw.

Os rhoddir meddyginiaeth, dilynir y weithdrefn ganlynol:

- Bydd y person cofrestredig yn cadarnhau bod gweinyddu'r feddyginiaeth yn cydymffurfio â chyfar yswiriant y Clwb.
- Os rhoddir meddyginiaeth i blentyn, gwneir hynny yn ôl cytundeb rhwng y rhiant/gofalwr, ac â dealltwriaeth o sgil-effeithiau posibl y feddyginiaeth.
- Rhoddir caniatâd ysgrifenedig gan y rhiant/gofalwr cyn rhoi unrhyw feddyginiaeth.
- Rhaid darparu'r meddyginiaethau yn eu cynwysyddion gwreiddiol, ac enw'r plentyn wedi ei labelu'n glir arnynt.
- Cynhelir gwiriadau i sicrhau nad yw unrhyw feddyginiaeth y gofynnir i staff y Clwb ei weinyddu, heibio'i hyd oes.
- Storir meddyginiaethau yn eu cynwysyddion gwreiddiol, mewn man anhygyrch i blant.
- Ceir manylion ysgrifenedig o'r union amser y rhoddwyd y feddyginiaeth ddiwethaf i'r plentyn gan y rhiant/gofalwr.
- Os yw gweinyddu meddyginiaethau a ragnodwyd yn gofyn am wybodaeth dechnegol neu feddygol, yna cyfrifoldeb y rhiant/Gofalwr fydd hysbysu'r Uwch-Weithiwr Chwarae o hyn cyn i'r plentyn ddechrau yn y Clwb. Hyd nes y gellir trefnu hyfforddiant unigol i'r staff gan berson cymwysedig yn y maes iechyd, gellir trefnu bod rhiant/Gofalwr yn ymuno â sesiwn er mwyn rhoi meddyginiaeth i blentyn, er, rhaid i gais o'r fath fod yn ysgrifenedig, ac wedi ei gymeradwyo gan y pwyllgor rheoli/rheolwr.
- Cedwir cofnodion ysgrifenedig o bob meddyginiaeth a roddir i blant. Mae hyn yn gofyn bod ail aelod o'r staff yn tystio i hyn. Rhaid i rieni/gofalwyr arwyddo'r llyfr cofnodion i gydnabod yr hyn a gofnodwyd.
- Bydd gan bob plentyn, y rhoddir meddyginiaeth iddo, ei ffurflen gofnodi ei hunan i gadw cyfrinachedd.
- Pan fo raid, bydd staff y Clwb yn cysylltu â staff yr ysgol er mwyn monitro gweinyddu meddyginiaeth, ac anghenion dyddiol y plentyn.