# SAFECIRCLE SITTERS

#### SAFECIRCLE POLICY

## **Medication Administration Policy**

### If a child is ill before the booking starts:

Children can become unwell at any point, this should not however prevent a booking going ahead, if the member family parents wish to do so. On occasions member family parents may request a SafeCircle sitter to administer medication to a child who is ill. SafeCircle sitters are not permitted to administer any medication to member family children unless they have clear written instruction or verbal consent from the parents or guardian. Please use our Medication Administration Form for these occasions when illness is known prior to booking start time.

### Illness during a booking:

If a child becomes unwell during a booking, the SafeCircle sitter will need to make contact with the member family parents to discuss what action the parent wishes to take in respect of their child's illness. SafeCircle sitters should NOT administer any medications without at least verbal consent of the parents. Member family parents will need to confirm over text if they wish for you to administer medications.

SafeCircle sitters will need to keep a copy of the Medication Administration Forms regarding their bookings for a period of 6 Months.