



MEDICATION POLICY

Aim

Our setting promotes the good health of the children and staff, and we take positive steps to prevent the spread of infection and appropriate measures when they are ill.

We ask parents before the child starts if they have any medical needs and ask the parents to sign any permission forms needed to administer their medication.

If a child is prescribed medication the following procedures will be followed:

- If possible the child's parents will administer medicine. If not, then medication must be clearly labelled with the child's dosage.
- Written information will be obtained from the parents, and where necessary the child's doctor, giving clear instructions about the dosage, administration of the medication and permission for a member of staff to follow the instructions.
- A medication book will be available to log in: name of child receiving medication: times that the medication should be administered: date and time when medication is administered: together with the signature of the person who had administered each dose.
- The expiry date of the medicine will also be noted.
- Two the dosage and administration will be witnessed by a second member of staff and then signed in the medication book.
- When on outings the child's medication is kept with the member of staff looking after that child, if it is needed then the above will be noted down.



Storage of medication



- All medicines will be kept in a high cupboard in the office or if needed in the fridge, in a labelled, air tight container in the locked kitchen.
- The supplied container should be clearly labelled with the child's name, dose and frequency of administration
- Medicines are only accepted in their original container as dispensed by a pharmacist in accordance with the prescriber's instructions. Medicines will not be accepted if this is not the case and they child will be sent home.
- Unused medicine will be sent home with the child.
- All staff medicine is also kept out of reach of the children in the locked kitchen in a high cupboard.

