

Medicines Administered Policy

Medicines will not usually be administered unless prescribed by a doctor, dentist, nurse, or pharmacist

Prescribed medication with written consent from the parent and an agreed member of staff who will administer the medication will be accepted.

Consent forms, care plan to be completed by parents/carer notifying manager of details, all forms are kept in medicine cupboard located in play room.

All forms must be kept in medicine file.

All medication given must be recorded on child chart and counter signed by another member of staff. Parent must sign at the end of each session making sure confidentiality is kept at all times.

All medication must be stored in medicine cupboard clearly marked, or in case of antibiotics which should be kept in the fridge where the children cannot gain access.

Antibiotics must be checked for name, dosage, when expires and reason for child taken the medication.

All staff should be made aware of child's medication by relating information in staff book located in staff room area.

It is the responsibility of the manager or person in charge to administer the medication, all details to be checked by another member of staff who has witnessed the medication been given. Both the manager and member of staff who witnessed the medication must sign the consent form.

Ensure medication is returned to the parent/carer at the end of the session

Dated: 29/10/2009

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