

Poppet's Pre-School

Administration of Medication

Aims:

- Parents should complete and hand in a Medication Consent Form, along with medicine, to the Manager at the pre-school who will be responsible for the administration of the correct dosage.
- Only medicine prescribed by a registered Medical Practitioner may be administered to children.
- Medicine must only be administered to the child for whom they are prescribed.
- All medicine must be kept in original container stating who they are prescribed for and dosage information.

Objectives:

- The member of staff who administers the dose must make a note on the form of when the medicine was given, dosage and then they must sign the form.
- Unwanted or unused medicines must be returned to the parent for disposal.
- No creams or ointments should be applied to a child, other than those for which there is a Medication Consent Form.
- If the administration of a specific medication eg Epipen requires medical training we shall ensure there is always a member of staff with such training on duty.
- Medicine will be kept in the fridge/kitchen cupboard out of the children's reach.
- If a child regularly needs medication, for example an asthma inhaler, the usage will be recorded in a specific 'medication book' for that child. The book will be kept with the medication and parents will be asked to sign every time the medication has been given. Parents will complete the first page of the book to inform staff of dosage etc.

This policy was adopted on: (date)

Signed on behalf of the pre-school:(owner)

Date for review: August 2015 (annually)