

Administration of medication

- While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication as part of maintaining their health and well-being.
- Any medication administered is done so either by following a health care plan or in the case of an emergency, such as an allergic reaction, febrile convulsion, asthma attack etc...
- All medication given **MUST** be prescribed by a doctor, be in the original packaging and with Child's name, date of birth and dosage clearly visible.
- Parents give prior written permission for the administration of medication. This states the name of the child, date of birth, name/s of parent(s), the dose and how and when the medication is to be administered.
- Any medication stored for children is in a named bag and kept either in the fridge or locked cupboard. If medication is to stay on site a note should be made in health care plan of end date.
- Children with long term medical conditions will have a health care plan in place (including a risk assessment) with all information (including any relevant medical advice). The setting will work with the family to ensure the best possible plan.
- All staff need to be informed of the above.
- If necessary extra training by a health care professional needs to be provided.

In case of an emergency situation occurring:

- The medication is given as stated. This procedure should be carried out by 2 members of staff (one giving the medication and the other witnessing) to reduce the incidence of any errors.
- The parents are phoned.
- If necessary, the emergency services are contacted.
- The administration is recorded accurately and signed by the staff involved.
- Parents sign the record book to acknowledge the administration of a medicine.

If staff are taking any medication, it will be stored in a suitable place and out of the reach of children. If this medication is ongoing/long term (not anti-biotics) it is recorded on the on-going suitability forms.

This policy was updated on

Date to be reviewed

Signed on behalf of the provider