



## **8. ADMINISTRATION OF MEDICINES POLICY**

### **Emergency Medication**

For children who require emergency or regular medication for chronic medical conditions:

- **Under no circumstances should medication be left in a child's bag or tray.**
- Information regarding a child requiring emergency medication should be provided at point of registration or the setting should be notified as soon as it becomes necessary to a child.
- Parents must then complete an emergency medication consent form for the administration of emergency medication. This should include instructions on when, how and the dosage of the medicine to be administered.
- This information should be confirmed verbally by the child's parent to the Supervisor or the child's key person and then shared amongst all staff.
- If the medicine requires technical/medical knowledge, relevant training will be sought from a health professional.
- Emergency medication will only be administered if prescribed by a doctor for the named child and in its original packaging.
- The medicine will be kept in the medicine cabinet (along with instructions for administering the medicine) by the Supervisor's desk so it can be easily accessed during a session. This is kept locked when not in use.
- Staff must check the medicine periodically to ensure the expiry date has not lapsed. (Expiry dates should be logged in the diary two weeks before the expiry date so parents can be informed).
- If the medicine is administered at Pre-school then an 'Emergency Administration Form' must be completed by the member of staff that administered it and the parent must be notified and counter sign for the administration.
- The Supervisor or Deputy will ensure the original consent form is kept with the child's registration form and a copy in a labelled medication bag with the child's photo and medication and stored in the lockable medicine cabinet.

### **Administering Prescribed Medicines**

To administer part of a prescribed course of antibiotics or medication for chronic medical conditions:

- **Under no circumstances should medication be left in a child's bag or tray.**
- The parent must be provided with a 'Medicine Administration Form' on the first day that the medicine is required, which they must complete and sign.
- They must also provide the last time a dose was given to ensure instructions are kept to.
- Each time the medicine is administered the date, time and dosage of administration must be logged and signed for by two members of staff administering the medicine.
- Only permanent staff members will give medication, only a level three trained staff member is able to give medication.
- The parent must then counter sign the medicine administration form on the same day at collection time.
- All completed medical forms are to be kept with the child's records.
- Medicines must be stored in their original containers, clearly labelled in the medicine cabinet or refrigerator if required.
- Prescribed medicines will only be administered to the child named on the medicine.
- We can only administer medicines prescribed by a doctor, not over the counter medication.

**Medicines given at home before sessions**

- Parents must notify staff at drop-off if their child has had any medication administered before arriving at Pre-school e.g. an antihistamine – if your child requires Calpol before arrival we will consider them unfit for Pre-school that day.

<b>Date Updated</b>	<b>Reviewed</b>	<b>Next Review</b>
	June 2015	June 2016
February 2016		February 2017
November 2016		November 2017

Chair of the Committee's signature: .....

Supervisor's signature: .....

Deputy's signature: .....

Date: .....