

Medication Policy and Procedure



Parents must complete a medicine form giving details of the child's condition and time to be administered.

Parents must complete the details on the medication form.

Staff must check the following details with the parent:

- Is the child's name on the medication?
- Has the medication been prescribed?
- Is the medication still in date?
- How does the medication need to be stored? (i.e. refrigerated)

The parent's signature is then required on the appropriate section of the form. Without a signature the medication cannot be given.

All medication must be clearly labelled with the child's details.

All medication will be stored out of reach of children and according to instructions.

Medication will be administered by a senior member of staff, all administering of medication require a witness signature.

Always have a witness when administering medication

Make sure the medication is administered at the correct time, giving the correct dosage.

The form is then to be signed by the member of staff who gave the medication and the member of staff who witnessed this.

Medication forms will be shared at the end of the session with the parent/carer.

When the parent collects the child ensure that information is provided regarding when the medication was given and ask them to sign the consent form confirming they have been informed.

Records will be kept of all medication received and administered by the Playgroup.