

ADMINISTRATION OF MEDICINES POLICY

1. Upon being given medicine to be administered to a child, a member of staff should, firstly enquire of the condition for which the medicine is being administered for and record it (update if condition ongoing) in the medication book. The member of staff should also check that the medicine is in date and if prescribed by a doctor that it is in fact for the child in question (checking label). If the medicine is not prescribed by a doctor then it should have the child's name clearly labelled upon it (medicines containing aspirin should not be given unless prescribed by a doctor).
2. The parent will then be asked to complete/read the medication book also, ensuring that all areas are completed and signed.
3. The parent should be asked if the child has taken the medicine before and if there are any side effects of the medicine that staff need to be aware of.
4. The parent should be asked if the medicine is to be stored in a refrigerator or at room temperature.
5. At the time of administration of the medicine, 2 members of staff are to be present. The time is recorded and both staff members sign the medication book. If the child refuses to take the medicine then a member of staff telephones the parent to advise and ask if they wish to come to the setting and administer the medicine themselves.
6. The parent should sign the medication book again upon collection of their child at the end of the session and be made aware of the time that the medicine was administered.
7. Any training/technical knowledge necessary in order for staff to administer a particular medicine will be sought.

8. If staff are taking medication which may affect their ability to care for children, medical advice must be sought. The manager will make sure the member of staff will only work directly with children if the medical advice confirms it is safe to do so.
9. All medicines for staff and children are stored securely and out of reach of children.
10. In order to ensure the safety and welfare of the children within the setting, if a child arrives to a session, either without their essential required medication to meet their specific medical needs (eg: inhaler) or with medication that is out of date or incorrectly labelled then PARENTS/CARERS will be asked to take such child home immediately and he/she will not be able to attend until such issues have been rectified.