

Administering Medicine Policy

Statement

It is not our policy to look after children who are unwell. However, staff may administer medication as part of a child's well-being and health or whilst recovering from an illness that does not prevent them from attending the setting.

Many medicines prescribed by GP's can be given before and/or after a session. Staff will only administer medication if it is detrimental to a child's health. If it is the first time a child has had a medication it is advised to keep the child at home for the first 48 hours to ensure there are no side effects.

These procedures are written in line with current guidance in 'Managing Medicines in Schools and Early Years Settings'. The manager will ensure all staff abides by these guidelines.

The main person responsible for the correct administration of medication is the child's key worker. The key worker will ensure a parent consent form has been completed and the medicine is stored correctly and records are kept. In the absence of the key worker the manager or deputy will be responsible.

Procedures

- Children taking prescribed medication must be well enough to attend the setting and be free from sickness and diarrhoea for 48 hours after the last bout of illness.
- Prescribed medicines are stored in their original containers and clearly labelled with the child's name.
- Parent must give written permission for staff to administer medication and the following details must be included in the consent form;
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