

Administering Medication Policy

Administration of medication

Only prescribed medication may be administered. It must be in-date and prescribed for the current condition.

Children taking prescribed medication must be well enough to attend the setting (see Allergies, Sickness & Infection policy for further information)

Children's prescribed drugs are stored in their original containers, are clearly labelled, preferably on the medication itself, are inaccessible to the children and are stored according to the manufacturer's instructions.

Parents give prior written permission for the administration of medication. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication, the dose and times of how and when the medication is to be administered.

- The administration is recorded on the individual child's daily medication register each time it is given and is signed by staff. Parents countersign the register to acknowledge the administration of a medicine. Where the administration of a medicine is a regular requirement, an indication will be made on the daily register to ensure all staff are reminded.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

