

## 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 and are inaccessible to the children.

- 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, or 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.



Signed : *Steve Catley* - Page 1 of 1-  
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