

Administering Medication Policy and Procedure

Types of medication

Providing that all relevant information has been gathered and permission has been given by parents/carers we can administer most common medication if necessary. All medication must be provided in its original packaging, accompanied by the full instruction leaflet and must be in date.

We require parents/carers to give details about the medication dosage frequency and the duration the child requires the medication. This information must be obtained via our written permission form. The written permission form must show:

- » Child's full name and date of birth
- » Name of the medication
- » Whether the medicine is prescription or non-prescription
- » Dosage amount and frequency (must match label)
- » Today's date
- » Reason for requiring the medication
- » Details of any special storage
- » Time of the previous dose
- » Signature of parent/carer
- » Doses are given by the setting (date, time, dosage, signature of practitioner and parent/carer)

Written permission will be accepted once for a whole course of medication or general ongoing

use of a medication (such as paracetamol during teething or antihistamines for mild allergies).

Prescription Medicines

- Prescription medications can only be given if they are prescribed specifically for that child by a doctor, dentist, nurse or pharmacist.
- Prescription medicines must have the child's name and date of birth on the pharmacy label and be provided with full instructions.

Non-Prescription Medicines

- Non-prescription medicines, such as pain relief, will only be administered when there is a health reason to do so.
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Antibiotics

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We will never administer medicines containing aspirin to a child unless prescribed by a doctor. We will never administer any medication that requires specialist training, unless fully trained.

We will not give medication to a child with incorrect details on the pharmacy label, or if the medication is out of date.

Administering medication procedure

The staff member administering medication will be level 3 qualified and paediatric first aid trained. They will check the medication permission form for the child's name, dosage, time due and expiry date.

The member of staff who administers the medication will be witnessed by another member of staff. The staff member will fill out the dosage given and time on the record form and sign the form along with the witness.

Adverse reaction to the medication

New allergies and reactions can develop over time and each course of medicine should be treated as a new medication.

Medication storage

Medications on trips and outings

All essential medications (inhalers, antihistamines, allergy pens etc.) will be taken with the practitioner if the child leaves the setting. Other medications will be kept at the setting unless they need administering whilst away from the setting.

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