



MEDICATION POLICY

If staff is to administer medication, appropriate forms must be signed by the child's parent/caregiver and doctor.

These forms need to be signed each time a child requires medication.

Only medication prescribed by a doctor will be administered.

The medication needs to be in the original container and box with the pharmacy label and child's full name.

Paracetamol will not be administered unless it is prescribed by a doctor. It needs to be in the original container with the pharmacy label and child's full name.

Staff will not administer the "first dose" of medication (excluding Ventolin).

Two staff members will be present when medication is to be administered. One will administer and one will check the correct dosage and name. Both staff will sign form.

If forms are not signed medication will not be administered.

Medication will be stored in the fridge. The kitchen will be kept locked and children will not be allowed to enter.

It is the responsibility of parents / caregivers to collect medication from the fridge.

When medication is administered the staff member will complete the Approved Medication Log.

Policy number	1
Policy accepted	01/09/2020
Policy review	2022
Governing Council	