**Administering Medicine Policy**

While it is not our policy to care of sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness. We ensure that where medicines are necessary to maintain health of the child, they are given correctly and in accordance with legal requirements.

In many cases, it is possible for children’s GP’s to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child’s health if not given at the preschool. If a child has not had a medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect.

Our staff are responsible for the correct administration of medication to children for whom they are the key person. The preschool manager/deputy and key person are responsible for ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of the manager or deputy, the key person is responsible for the overseeing of administering medication.

**Procedures**

Children taking prescribed medication must be well enough to attend the pre-school.

* Only medication prescribed by a doctor (or other medically qualified person) is administered. It must be in-date and prescribed for the current condition.
* We do not administer non-prescription medication.
* Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children. On receiving the medication, the pre-school manager/deputy will check that it is in date and prescribed specifically for the current condition.
* Parents give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:
  + **-**full name of child and date of birth;
  + **-**name of medication and strength;
  + **-**who prescribed it;
  + **-**dosage and time to be given in the pre-school;
  + **-**the method of administration
  + **-**how the medication should be stored and expiry date;
  + **-**any possible side effects that may be expected should be noted
  + **-**Signature, printed name of parent and date.
* The administration of medicine is recorded accurately in our medication record book each time it is given and is signed by the person administering the medication and a witness. Parents are shown the record at the end of the day and asked to sign the record book to acknowledge the administration of a medicine. The medication record book records:
* - name of child;
* **-**name and strength of medication;
* **-**name of the doctor that prescribed it
* **-**the date and time of dose;
* **-**dose given and method
* **-**signature of the person administering the medication and a witness who verifies that the medication has been given correctly
* **-**Parent signature at the end of the day.