

MEDICATION POLICY

- No drugs/medicines shall be given to a child other than those for whom there is a Medication Consent Form.
- Parents/carers must complete a Medication Consent Form. This completed form must be handed, together with the drugs/medicines, to the Senior Member of staff within the group, who will be responsible for the administration of the drugs/medicines.
- Only drugs/medicines prescribed by a registered Medical Practitioner may be administered to children.
- *Non –prescription medication (e.g. teething gel) will administered , but only with **prior written consent** when there is a health reason to do so. The setting will not accept blanket consent to cover all non-prescription medicine.*
- Drugs/medicines will only be administered to the child for whom they are prescribed.
- All drugs/medicines must be stored as shown on the original container label.
- The actual member of staff administering the dose must sign the Medical record. There must be a witness signature too.
- A record of drugs given should be made indicating the time, dosage and signed by the person administering the dose, parents/carer sign the record to acknowledge the administration of the dose.
- If the administration of prescribed medication requires medical knowledge, individual training is provided by the relevant member of staff by a health professional. Ofsted and insurers will be informed.
- Unwanted or unused medicines will be returned to the parent/carer for disposal/on-going use.
- No creams or ointments will be applied to anyone, other than those for which there is a medical consent form.