

## Administering non-prescription Medications

### **Aim**

To ensure that the administering of medication is controlled. To ensure that the requirements of the relevant body Ofsted are complied with.

### **Methods**

#### Procedure

Only prescribed medication may be administered with the exception of temperature reducing infantile suspension.

The temperature reducing infantile suspension must be supplied by the parents/carers in a named bottle or sachet on the day when the child needs it. This is only to be given to the child with the parents/carers written consent.

Controls are put in place for administration of it:

- On the day the child is feeling unwell the parents/carers will fill out a consent form for that day if the temperature reducing infantile suspension which might be needed.
- The parents/carers will be contacted by phone that their child is unwell.
- Only one dose can be given.
- All medication should be clearly marked with the child's name, date of birth and expiry date.
- The child's temperature and other symptoms are recorded on a child health form.
- Any medication is to be given by senior staff members and witnessed by another staff member. The time and date of this will be recorded on the medication form.
- Children who have been given the reducing infantile suspension and whose temperature does not respond or rises again later should be collected and advise taken from their GP.
- All nappy cream, teething gels will require a parent/carers signature and the ointment to be in a named bottle with a clear expiry date.

**Useful resources and websites**

This policy was adopted by ..... for Loseley Fields Children Centre.	
<b>Name:</b> .....	
<b>Position:</b> .....	
<b>Signature:</b> .....	
<b>Date:</b> .....	<b>Review Date:</b> .....