

Administration of Prescribed Medicines Policy

Aim

To correctly administer medicine to a child with the consent of a parent/ carer.

Methods

- Only senior staff members are permitted to administer medication to a child with a signed note from his or her parent/ carer.
- A parent/ carer may come to administer medication to his or her own child during the day.
- The parent/carer must complete the forms **Authorisation for Administration of Prescribed Medications** and **Authorisation for Administration of Non-Prescribed Medications** for all types of medicines to be administered.
- Only a senior staff member can administer medication, with another member of staff witnessing. A record will be kept in every instance on either the **Authorisation for Administration of Prescribed Medications** or **Authorisation for Administration of Non-Prescribed Medications** forms. These forms will be filed in the child's record when completed.
- Medication should never be left in the children's bag but must always be handed over to a member of staff with authorisation and instruction of when and how to be administered and where it should be stored.
- All unused medicine will be returned to the parent/carer.
- A new authorisation is necessary each time a medication is prescribed.
- Non-prescribed Medication
The Childcare Manager may agree to administer medication such as antihistamines. The parent/carer must specify when the medication should be applied or administered. A written authorisation giving permission for staff to administer medication must be completed by the parent/carer.
- Prescribed Medication

Before the centre can administer any prescribed medication to a child, Loseley Fields Children's Centre requires written authorisation signed by the parent/ carer as well as a label on the medicine packet or bottle.

- Requirements for Administering Medication

When administering any medication staff must ensure they receive the following information:

- A completed **Authorisation for Administration of Medication** form (as detailed above) specifying the name of the medication, when last dosage was given and the time(s) and the dosage the medication should be administered.
 - The medication, which should have a current pharmacist's label that includes the child's name, dosage, current date, times to be administered, and the name and telephone number of the GP.
 - All medication should be provided in original container.
- In the event a child requires medication due to teething or a high temperature, Loseley Fields Children's Centre will contact the parent/carer for verbal permission to administer this. The administering of the medication will be filled in on an **Authorisation for Administration of Non-Prescribed Medications** form and the parent/carer will be required to sign the form on collection of the child.

This policy was adopted by for Loseley Fields Children Centre.

Name:

Position:

Signature:

Date: **Review Date:**