

Administration of Medicines

Medicines may be administered to children in Pre-school but only with prior written consent from parents, and only when there is a health reason to do so. If the administration of prescription medicines requires technical or medical knowledge then individual training will be provided for staff from a qualified health professional. The medicines must be stored in their original containers and clearly labelled with the child's name to which they were prescribed. They will be stored where they are inaccessible to the children. Details of the medication, the amount of the dosage, and the date and time of administration will be noted in the 'medication register'. This will be signed by the member of staff who has administered the medication, countersigned by a witness, and signed by the parent when they collect their child.

Signed..... (Manager) Dated.....

Signed..... (Chairperson) Dated.....

Date of next review.....