

Medication Policy

A form for Prescribed and non prescribed medicines (No Aspirin based medicine to be administered whether prescribed or not.) must be completed on arrival if medicines need to be administered throughout the day. This form can be found in the file on the office shelf and filed away separately to help maintain confidentiality. This form must contain the stated dose, the last time it was given, the time the dose needs to be given, the name of the medicine and the signature from the parent requesting the medicine to be given.

All medicines will be stored following specific directions found on the packaging and we will ensure that they are clearly labelled.

Regular medicines to be administered need to have a Health care plan completed and details recorded to be kept in our medicine file.

Parent/ carers will be requested to sign the form again, at the end of the session, to ensure that their medicine request has been carried out.

Should any child need medication to be administered to them that requires technical knowledge, individual training will be given to meet the needs of the child. Lindsay and Sarah have both been shown how to use an EpiPen and an Anapen for the purposes of administering adrenaline in the case of anaphylactic shock. Training notes will be kept with the first aid kit.