

Medication Procedure

This medication procedure MUST be followed whenever medication is given to a child in the setting.

- Any medications taken into the setting must be stored correctly following the medication policy.
- Parents must fill out a medication form prior to the medication being given, information to include: child's DOB, medication given, time to be given, dosage to be given, reason for medication.
- Staff must fill out the medication form on the app each time the medication is given
- All medications will be given to the child's key person wherever possible
- A second staff member must always check the medication form and label before medication is given.
- The child must never be given more than the stated dosage.
- If the child refuses the medication this will be recorded on the medication form and communicated with parent on collection.
- Non-prescribed medication will not be given unless previously discussed and confirmed by both parent and setting manager – this need to be in writing and signed by both parents and manager.
- Calpol and piriton will not be kept at the setting.

