

MEDICATION POLICY

The Medication Policy specifically relates to children who require ongoing medication to maintain their stable well being, giving them opportunities to be part of their local community provision. This policy is in addition to the Health and Hygiene, Admissions and Attendance Policies. Children who have infectious or contagious illnesses must not attend the provision until they are well.

- medication will only be administered if the child's doctor has prescribed it
- parents' written permission will be obtained before any medication is administered
- written information relating to the child's individual medical needs will be given to the provision. This must include any possible side effects
- if there is a change in the child's health written information must be made available to the provision by his//her parents/carers as soon as possible
- the provision will have an appropriately trained adult at each session to administer medication when necessary (e.g. epipen, insulin) **This training must be carried out by a health professional, such as the child's G.P. or Health Visitor prior to the admission of the child**
- all adults in the provision will know who is responsible for administering medication. Medicines will be stored in their original container, with the original label intact and clearly displayed
- all medication will be inaccessible to children at all times and kept in a locked cabinet/fridge
- medication will not be administered if out of date
- written information must be obtained from parent/carer as to when the medication was last administered
- the appropriately trained adult will administer medication to the child
- the time and dosage of medicine given will be recorded and witnessed by another adult in the provision. The parent/carer will be required to sign, acknowledging medication has been given when collecting the child from the provision.