

Medicine Procedure

Team Leader designates which qualified members of staff can dispense medicines. Medicines cannot be administered by staff unless parents have entered relevant details and signed medicine permission form.

Staff will administer **any** medicine that has been prescribed by a doctor. Over the counter medicines such as Calpol and teething gel can be administered if recommended by the pharmacist, but **not cough medicine or any medicine containing aspirin**. The child's name must be on the bottle and initialled by a parent.

Staff will be trained, if necessary, for a specific medical need, i.e. Epipen.

The person who administers medicine must check the name and dosage on the label, sign the medication form, and note the time medication was given. This must always be checked by another member of staff.

Parents to sign twice:

Firstly - to give permission for medicine to be administered,

Secondly - to confirm they were informed that their child had received medicine.

All medicines should be kept in a locked cupboard or refrigerator.

Check name on label corresponds to child.

Check date and dosage on label.

Check dosage on medication form corresponds with label.

Hydrocortisone cream must be prescribed by a doctor. *Must use gloves to apply*

If, for any reason, medication cannot be administered parents must be informed immediately!

Asthma:

Inhalers must be quickly accessible but out of reach of children.

Name must be on inhaler and on the box. Preventers in brown/orange packaging - relievers in blue.

Inhalers must only be used by named child. *One child's inhaler can carry properties that could damage another child's health.*