

Administration of Medication Policy



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 (such as an Epi Pen), then individual training will be provided for staff from a qualified health professional.

The medicines will 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 by the parent in the 'medication register'. This will be signed by the member of staff who has administered the medication, and signed by the parent when they collect their child.

This policy was adopted at a meeting of River Pre-school Playgroup, held on:

_____ (date)

Signed by the chairperson on behalf of the pre-school

Justin Simpson