



Medication Policy

Last updated 11.04.11

Play Service

Under the Children's Act Regulations - we will keep a record of all medicines administered to children

Only prescribed medicines will be accepted at our club. Over the counter medicines will not be accepted or administered.

- When we are required to administer medicines **we will always** seek permission from the parent/carer a 'Medicine Consent Form' must be completed and signed.
- The manager or designated staff member will be allocated the responsibility to administer all medication and make sure they familiarise themselves with the child's details. Please leave your child's medication with the manager or designated staff member
- All members of staff will be made aware of where the emergency medication is stored i.e. asthma pumps, EPI pens etc
- We will check the expiry date and dosage on the medication.
- We will ensure all medication will be clearly labelled with the child's details; including full name, date of birth and in the original container
- All records will be stored confidentially and securely.
- We will be aware of the appropriate storage for the different type of medication, and store certain liquids in the fridge and we will have a safe container so children can not gain access.
- We will inform parents/carers of any medication administered to avoid over dosage.

Whilst every effort has been made to ensure the accuracy of the information provided, The Out of School Development Team cannot accept responsibility or liability for any errors which may have occurred. This policy has been created as an **example only**. Providers must write their own policy specific to their setting.

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