



The Slade & Headington Children's Centre

Medication Policy

MEDICATION

Parents/Carers must sign a medication form daily giving details of the medicine, dosage and times to be administered.

The greatest care will be taken to see that these are administered according to the instructions and a signed record of all medication administered shall be made on the medication forms and witnessed by another member of staff.

Please note we will only administer prescribed medication that is provided in the original container as dispensed by a pharmacist and includes the prescriber's instruction.

We will not administer non-prescribed medication.

FORMS (include)

- Child's Name
- Date of Birth
- Dose
- Dosage checked
- Time administered
- Signature of member of staff administering dose
- Witness (second member of staff)
- Acknowledgement of information by parent

See attached Medication Form

Medication File

Written records are kept of all medicines administered to children, and parents sign the record to acknowledge the entry.

Records will be held for 2 years, along with the child's records or until the next inspection.

Manager

Sue Vermes

Reviewed June 2014