

Collaton St Mary Community Playgroup

The Parish Rooms, Blagdon Road, Collaton St Mary, Paignton TQ3 3YA

Prescribed Medication Procedure/Policy

1. Get an administration of medicine form and fill out the form with the parent, getting as much information as you can, such as previous dosage and time of next dose. When the form has been filled in, read it through with the parent to check the content before getting them to sign it. Where a time is given for a previous dosage the member of staff filling in the form must also sign to acknowledge that they have read and noted the time given. (A new form must be used for each session, if a child is staying all day, including lunch, this is to be counted as one session)
2. Ensure that the medicine is in the original container prescribed by the child's GP, unless the medicine can be bought over the counter such as Calpol.
3. Ensure that the expiry date on the medicine has not elapsed.
4. Store the medicine in an appropriate place, e.g. in a cupboard out of a child's reach or in the fridge in a childproof container.
5. Administer the medicine as prescribed and record the dose in the medication book, filling in all relevant details. Get the entry checked and countersigned by another member of staff.
6. When the parent comes to collect their child, show them the relevant entry in the medication record book and ask them to sign to confirm they have read the entry.
7. Medication will only be administered by those trained to do so. If special training is required it will be sought and a medical protocol will be set up and followed.

This procedure/policy was adopted by the committee at a Playgroup meeting.

Date 16th October 2007 Signed 

Review dateOctober 2008.....