

# Medication Policy

## Administration of Medication

- Only prescribed medication may be administered. It must be in-date and prescribed for the current condition.
- Children taking prescribed medication must be well enough to attend the Preschool.
- Children's prescribed drugs are stored in their original containers, are clearly labelled, and are stored in a lockable cupboard, out of reach of all children.
- Parents must give written permission for the administration of the medication. This must state the name of the child and parent, the name of the medication, the dose and time and the route by which the medication is to be administered.
- The administration of medication is to be checked by two members of staff, and recorded in the Medication Book.
- Parents sign the Medication Book to acknowledge the administration of the medicine.
- If the administration of prescribed medication requires medical knowledge, the Preschool will ensure that appropriate training is provided to the relevant staff, by a health professional.

2005

Jim Stewart

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