



MEDICATION POLICY

Introduction

For children to receive medication it is paramount to use the following procedure. We will only administer prescribed medicines from a GP.

Procedure

All medication must be clearly labelled identifying the contents and child's name.

The medication will be safely stored out of the children's reach in the refrigerator in the kitchen or in the medicine drawer in the office, depending on the type of medication.

We must have a clear written authorisation details from the parent.

A written record will be kept on all medication administered.

All medication administered will be by a senior member of staff and will be witnessed.

The setting will make every effort to support the parent/guardian with the administration of prescribed medication, and also to support their staff and minimise any situation that could put them at risk, therefore the Stepping Stones requests that wherever possible parents/carers return to the setting to administer their child's medication.

In emergency situations the staff will meet the child's individual needs.

We will not administer Calpol or similar non prescribed medication, and do not keep any on the premises, so if a child has a temperature they will be sent home.