

# Ravenside Pre-School

## MEDICINES

### General Legal Requirement

- *The provider must promote the good health of the children, take necessary steps to prevent the spread of infection, and take appropriate action when they are ill.*

Prescribed medicines will be administered by parents where possible. When the setting is to administer medicines the following procedures will be followed -

### PROCEDURES

- Medication may only be administered by a qualified member of staff, who is a First Aider, in the presence of a senior member of staff.
- If technical/medical knowledge is required to administer prescription medicines individual training must be provided from a qualified health professional.
- All medication will be stored in its original container, clearly labelled, include prescriber's instructions and is inaccessible to children.
- Medication will only be administered if it has been prescribed previously by a doctor, pharmacist, dentist or nurse.
- A prior consent form must be completed and signed by parents for each and every medicine.
- When medication is administered records will be kept which include dosage, name of medication, time of administration, person administering, witness to procedure.
- Parent to sign the medication form when the child is collected.
- We will check with our insurance company regarding our legal position.

Agreed on .....

Reviewed on .....