

**ADMINISTERING MEDICINES POLICY**

If a child is on prescribed medication the following procedures will be followed:

* If possible the child's parents will administer medicine. If not, then medication must be clearly labelled with child's name, dosage, expiry date of medication and any specific instructions.
* Written permission will be obtained from the parents giving clear instructions about the dosage, administration of the medication and details of when the last dosage was administered.
* All medications will be kept in a secure place out of the reach of children and in a manner appropriate to the medication prescribed.
* The administration of medication will be logged in the medication book. The following details will be recorded: the name of the child receiving the medication, date and time when medication is administered, dosage given and name and signature of the individual giving the dose.
* At the end of the preschool session, parents will be asked to sign and date the medication book confirming their knowledge that medication has been administered to their child.
* With regard to the administration of life saving medication such as insulin/adrenalin injections or the use of nebulisers, parents will be required to complete a medical action plan describing the circumstances in which to administer emergency treatment. The position will be clarified by reference to the preschool's insurance company.