



**Policy Document 06 – Our Medication Policy**

- 01 Medication forms must be completed by parents/carers before any form of treatment or medication can be administered to a child. All the information requested on the form must be completed including the issue number and expiry date of the medication.
- 02 All medicines must be within their 'Use By' date & the prescribed date must be valid. Under no circumstances will medicine be administered that is not stored in its original container or packaging.
- 03 Should any treatment or medication require specialised knowledge e.g. injecting, appropriate staff must receive the appropriate training before administration can take place.
- 04 All medication will be stored out of children's reach in a locked container. If required, it will be stored in a fridge until it is needed.
- 05 Only medication supplied by parents/carers will be administered. We do not hold generic medication such as Calpol. Parents may choose to leave a bottle or sachets of Calpol or similar product, **clearly labelled**, at the setting. We will always contact the parent/carer by telephone prior to administration should we consider it necessary.
- 06 No medication of any type is to be left in a child's bag. All medication must be handed to a member of staff on arrival and stored appropriately.

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