



## Administration of Medicines Procedure

1. Check we have prior parental consent to administer medicine.
2. The medication is prescribed by a Doctor and is labelled with the child's name, dose and timings.
3. The parent must sign the Medication Book having confirmed the medication, dose and times.
4. Staff to ensure that the Supervisor on duty is aware that the Medication is to be administered.
5. The medicine is stored in a safe place, out of reach and access to children.
6. The member of staff administering the medicine completes and signs the log in the Medication book after each dose.
7. At the end of the session the parent signs the book again having checked the log
8. If a child is admitted to Nursery School who has been prescribed an Epi-pen and who may require this treatment, there must always be someone at the setting who has been trained within the last twelve months to administer this.
9. If a child applies to join the Nursery who may require the use of an Epi-pen, then the Setting insurers' must give prior written consent to allow that child to attend. A child may need to be excluded until this has been actioned.

This policy was adopted at a meeting of The Robin Nursery Committee

Held on .....

Date to be reviewed .....

Signed on behalf of the Nursery .....

Name of signatory ..... (Chairperson)