



## Policy and Procedure for Administering Medication

*Policy reviewed August 2024 by Claire Hughes Aug25CSH*

Woodland Nurture is committed to ensuring safe administration of Medication to children accessing our sessions.

This policy applies to the administration of both Prescribed and Non-Prescribed Medication at all our sessions.

Medication, including prescription, non-prescription, over the counter and homeopathic medication must not be administered to a child in our setting without the authorisation of a parent/guardian, or a person with the lawful authority to consent to the administration of medical attention to the child.

In case of an emergency, it is acceptable to obtain verbal consent from a parent/guardian or to obtain consent from a registered medical practitioner or medical emergency services if the parent/guardian can not be contacted.

In the case of anaphylaxis or asthma, the child's individual medical plan will be followed, and will be taken as pre-consent. Parents/guardians will be contacted as soon as possible after the event.

### **Administering medication brought in from home:**

A Consent form for medication (see appendix 1) needs to be completed which requires the following information:

- Name of child
- Name of medication and dosage
- Time to be administered
- Signature of parent/guardian
- Date, time and signature of the person who administers.

The medication will be administered by, or supervised by, a member of staff holding a relevant first aid certificate who will sign and date the form.

The medication will be passed to a member of staff in a labelled pill box/container at the start of the session and stored in the medical bag. If medicine requires storage in a fridge we can facilitate this by providing a cool box with ice in.

### **Administering medication not brought from home:**

We have a stock of Calpol for the rare occasions a child may become ill during the session and some Calpol may help them. In this instance we would contact the parent/guardian to seek permission over the phone before administering and complete the Calpol form (Appendix 2)



# Medication Form

Name of Child:

Name of Medication:

When it needs to be taken:

Dosage:

Parent's signature giving consent:
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Date and time	Adult administering	Notes/comments



### Calpol Log:

Should a child require Calpol during a session, the first aider should first ring the child's parents to gain permission and check they have not recently had some Calpol or similar.

If permission is granted, record below:

Child's name:

Child's age:

First Aider:

Date:

Child's symptoms:

Temperature of child (if relevant):

Dosage given:

Time:

Monitor child and record any change in symptoms and times:



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