

1.22 St Gregory's Childcare Trust Medication Procedure

Parents and carers must sign a medication form daily, giving details of the medicine, dosage and times it is to be administered. However, we will accept written permission for a full course of medication or for the ongoing use of particular medication such as asthma or a course of antibiotics. All medicines must be in their original containers, legible and not tampered with or they will not be given.

- The greatest care will be taken to see that these are administered according to the instructions. A signed record of all medication administered shall be made in the medication book and witnessed by another member of staff.
- Liquid medicines will be administered by the Manager or room leaders only. Medicines containing aspirin will only be given if prescribed by a doctor.
- The Child Care Trust will administer non-prescribed medication for a period of three days. After this time medical attention should be sought.
- Any medicines brought to work by staff must be clearly labelled and locked away in the office in drawers provided.
- There is a red lockable box in the refrigerator to keep medicines that need to be stored below the key to the box is accessible to all staff