

Medication

Sometimes children require medication to be administered to them within our setting.

Playgroup staff should never be the first people to administer a new medication, the first dose should be taken while the child with their family.

Medication held by the Playgroup must be clearly labeled, in its original packaging, and have information recorded about it, including written family permission, symptoms and condition/ allergy, medication name, dosage, when it should be administered and expiry dates. Whenever a medication is administered the time should be recorded and all staff should be alerted to avoid excess medication being administered.

If medication is prescribed by a medical doctor the child's family should provide the doctor's written prescription including medication name, quantity, dosage, frequency, application and storage. A record of administration of medication must be shared with the family.

Medication must be renewed every 3 months at the time of a care plan review update.

Medication must be stored where it can easily be accessed in an emergency, but where children cannot access it.

Outside of session hours medication should be locked away to prevent access.

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**Holy Corner
Community Playgroup**