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Document: 15  
Version: 2

## MEDICATION POLICY AND PROCEDURE

### AIMS

Whilst it is not our policy to care for sick children, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness if the parent is not available to do so. We will ensure that where medicines are necessary to maintain health of the child, they are given correctly and in accordance with legal requirements.

To meet the individual need and wellbeing of the child.

To have written authorisation by the families clearly on the correct medication form.

To keep all medication in a safe and secure place.

To always give correct dose of medication to the child. The Lead Playworker or Co-Ordinator are the only members of the team who can give medication. All other team members can witness this procedure. This must be signing a medication log.

If in doubt seek medical advice.

### THE FOLLOWING PRINCIPLES APPLY

A clear procedure for the team will be available in the setting.

Written documentation of any medical condition or medication required will be available, maintained and updated as appropriate.

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**WE WILL PROVIDE THIS BY**

In the first instance the parent attending the session must administer any medication as they feel appropriate, taking full responsibility for that administration. Failing this:

Children taking prescribed medication must be well enough to attend.

Medication prescribed by a doctor must be in date and prescribed for the current condition. The child must have had at least one dose of the medication before attending. We will NOT give a child the first dose of any medication, just in case of allergic reactions.

Written or verbal permission must be gained from parents/carers before medication is given. If verbal permission gained the medication log must be signed. Emergency contacts to be listed.

Non-prescription medication, such as pain or fever relief, may be administered through verbal consent from the parents/carers. Again, this must be signed for.

For any prescribed medication; a medication form must be completed, with the correct amount to be given to the child and the times of the medication. The team must check the medication is prescribed for a specific child before administering. All medication prescribed must be in the original package, clearly labelled. This is shown by the pharmacist sticker.

Anyone trained to administer an EpiPen can do so.

Under no circumstances should prescribed medication be shared with other children.

All team members to be trained in their inductions about the medication procedure.



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**MEDICATION LOG**

VENUE:

Name, condition or illness and Photo	Medication – All details	Emergency Contact	Staff Signature	Parental signature
			Lead Playworker sign:  Witness sign:	
	Administered: Dose, Date & Time		Lead Playworker sign:  Witness sign:	Parent sign
			Lead Playworker sign:  Witness sign:	



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	Administered: Dose, Date & Time		Lead Playworker sign:  Witness sign:	Parent sign
			Lead Playworker sign:  Witness sign:	
	Administered: Dose, Date & Time		Lead Playworker sign:  Witness sign:	Parent sign



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