

### Children's Medication Administration

#### Policy

The handling of children's medication is the responsibility of the parent.

#### Procedure

If the parent is not available on specific occasions to do this then a staff member may consent to do so provided that:

- a "MEDICATION ADMINISTRATION FORM" has been completed and signed by the child's parent or guardian (see attachment)
- a new form must be filled in each day
- only medication prescribed by a doctor can be given
- the medication must be in its original container and clearly labelled by a chemist
- the label must state the child's name
- name of medication, dosage and frequency
- parent's have given the child at least one dose of this medication previously so that centre staff are aware of any allergic reactions
- the medication must not be past the expiry date