**MEDICATION POLICY**

* No drugs/medicines shall be given to a child other than those for whom there is a Medication
* Consent Form.
* Parents/carers must complete a Medication Consent Form. This completed form must be handed, together with the drugs/medicines, to the Senior Member of staff at the setting, who will be responsible for the administration of the drugs/medicines.
* Only drugs/medicines prescribed by a registered Medical Practitioner may be administered to children.
* Non-prescription medication (eg teething gel) will be administered, but only with prior written consent when there is a health reason to do so. The setting will not accept blanket consent to cover all non-prescription medicine.
* Drugs/medicines will only be administered to the child for whom they are prescribed.
* All drugs/medicines must be stored as shown on the original container label.
* The actual member of staff administering the dose must sign the Medical record.
* A record of drugs given should be made indicating the time, dosage and signed by the person administering the dose, parents/carer sign the record to acknowledge the administration of the dose. A witness signature is also required.
* If the administration of prescribed medication requires medical knowledge, individual training is provided by the relevant member of staff by a health professional. Ofsted and insurers will be informed.
* Unwanted or unused medicines will be returned to the parent/carer for disposal/on-going use.
* No creams or ointments will be applied to anyone, other than those for which there is a medical consent form.

Signed on behalf of the Voluntary Management Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_