

Administration of Medicine Policy

Rationale:

To ensure the correct administration of any medicine which may be required to a child at preschool.

Purpose:

To set in place a series of procedures which will enable the safe administration of any required medicine.

Guidelines:

Any medicine will be stored in the first aid/medications cupboard (located in the kitchen) in a child preventable container.

Parents will complete information in notebook on microwave:

- Date, name of child.
- Dosage and time to be given.
- Parent's signature.

Staff will record medicine and dosage on the whiteboard.

The staff member administering this will sign beneath. Countersigned by a second staff member.

Only medicine listed in the notebook will be given.