

DELLCOTTAGE
DAY NURSERY

A place, to play, learn, discover and grow

PROCEDURE FOR COMPLETING MEDICINE FORM

Parents must complete the details on the medication form.

Staff must check the following details with the parent.

- Is the child's name on the medication?
- Has the medication been prescribed?
- Is the medication non-prescription medication (i.e. cough preparation etc...)
- Is the medication still in date?
- How does the medication need to be stored (i.e. refrigerated).

The parent/guardians signature is required on the appropriate section of the form. Without a signature the medication can NOT be given.

Make sure the medication is administered at the correct time, giving the correct dosage.

The form is to be signed by the member of staff who gave the medication and the member of staff who witnessed this.

ALWAYS HAVE A WITNESS WHEN ADMINISTERING MEDICATION

When the parent/guardian collects the child, make sure they are told when the medicine was given and ask them to sign the consent form confirming they have been told.