



The Children's Ark, Church Road,  
Pendeen,  
TR19 7SE  
Tel: (01736) 787167  
office@childrens-ark.org.uk  
Charity ref: 1147389  
Ofsted: EY457353

## Procedure for Administering Medicine

- Only **prescribed** medicine should be administered by staff except in the case of liquid antihistamine such as piriton in the case of an emergency with parent/carers prior consent.
- Medicines should be labelled with the child's name and details of dosage.
- Medicines are to be kept in the locked first aid cabinet, unless they need to be kept in the fridge.
- Asthma inhalers and spacers to be kept in name labelled basket on high shelf of first aid room
- The lead practitioner should assign a named member of staff to administer the medicine each day. This should usually be the child's key person and where possible, the same person each day.
- Parents should sign the medical form each day and any medicine given at home should be recorded on the form, unless it is a long term medicine (in which case parent/carers to fill in long term medicine form/care plan).
- Staff are to inform the child's parent of the administration of medicine when they collect their child. If appropriate it should be added to the child's day sheet.
- If administration of medicines requires particular medical/technical knowledge then training, specific to the child concerned, should be provided for staff by an appropriate medical professional.
- The two types of medical permission forms plus care plans available in the plastic pouch next to first aid cabinet or folder on top.

This policy was adopted at a staff meeting of The Children's Ark:

Signed.....

Print Name.....

Dated.....

And at The Children's Ark committee meeting:

Signed by chairperson..... Print Name.....

Dated.....

Date of review.....