



BBUFA Crèche Medicines Policy and Procedure

Prescribed medicines will be administered by parents wherever possible. When the crèche is to administer medicines the following procedures will be followed;

Procedure

- Medication may only be administered by a qualified member of staff, who is a First Aider, in the presence of the qualified person in charge.
- If technical/medical knowledge is required to administer prescription medicines individual training must be provided from a qualified health professional.
- All medication will be stored in its original container, clearly labelled, include prescriber's instructions and is inaccessible to children.
- Medication will only be administered if it has been prescribed previously by a doctor, pharmacist, dentist or nurse.
- A prior consent form must be completed and signed by parents for each and every medicine.
- When medication is administered records will be kept which include dosage, name of medication, time of administration, person administering, witness to procedure.
- Parent to sign the medication form when the child is collected.