



## ADMINISTERING MEDICINE AND CARE OF SICK CHILDREN POLICY

1. All medicines given to the children must be stored in their original containers with the child's name clearly stated on the label and must not be accessible to any of the children.
2. Staff and parents must not have any medicines in the public areas of the locations, other than staff who are coming to and from work, and these must be locked away as soon as they arrive at the setting and not taken out again until they need to administer it or just prior to leaving the location.
3. **Only medicines that have been prescribed by a doctor can be given to any of the children.**
4. All medicines that are to be given must be entered in the Medicine Book with the date, child's full name and date of birth, type of medicine and strength, who prescribed it; dosage to be given in the setting and the times, how the medicine should be stored and expiry date, with the parent's signature of authorisation. Then once given at the correct time, the qualified staff must write their name and time they prescribed it and then sign it in the Medicine Book. When the child leaves the location at the end of his/her session the parent/carer must sign the Medicine Book once more to confirm that they are aware that the medicines have been administered.
5. Parents must pass on to the Venture Camps staff any information they have about any possible side or adverse effects of the medicines that the child is taking in writing.
6. It is imperative that parents/carers notify the Venture Camps staff if they have administered medicine or if they suspect their child is unwell.