



Stepping Stones Opportunity Group
The District Specialist Centre

Medication Policy

- Medicines should only be accepted by the setting when essential, that is where it would be detrimental to the child's health if the medicine were not administered during the time the child attends.
- Medicines only to be accepted as prescribed by a Doctor, Dentist, Nurse Practitioner or a Pharmacist prescriber.
- Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescribed instructions for administration.
- Never accept medicines that have been taken out of the original container or are out of date. Do not make changes to dosages written on the container even on parental instructions.
- Medicines/drugs must be kept in the locked cabinet, (except where needed to be stored in the fridge) which is located in the Caterpillar Play room.
- All medications stored in the locked medicine cupboard should be checked monthly for expiry date and to ensure they have not become unfit for administration. This should be recorded on the child's individual medication record.
- All medicines/drugs to be returned to the parent when they are no longer required or become out of date.
- The cabinet should be cleared of all medicines and drugs at the end of each academic year.
- Parent's written consent to be obtained before accepting medication. This is done via the appropriate form. A copy of this permission is to be kept in the medication file which is kept in the labeled cupboard in the Caterpillar playroom..
- The administration of any medicine or drug should be witnessed, checked and signed by a second adult.
- If a child refuses to take the medicine this should be noted in their records and the parent informed as soon as possible.
- Other medical procedures where necessary for the health support of individual children will only be carried out by Stepping Stones staff following appropriate training from the relevant medical professional.
- A list of staff trained in administration of medication both general and for individual children will be kept in the medication file.
- Staff must always refer to an individual child's health care plan where appropriate.