

Medical Administration Policy

Crèche Cois Laoi administers prescribed and non-prescribed medicines only when necessary.

Procedure

Parents must inform crèche staff of all medications that their child is taking, including those not administered by the crèche staff.

An administration of medicine permission sheet and a daily medicine sheet is located in the office and must be signed in advance by parents in the presence of the Crèche Manager or Assistant Manager. **(Appendix 10 and 11)**

If your child is starting a new medicine, both forms are required to be filled out on the first day. The daily medicine sheet is to be filled out for each subsequent day the medicine is required.

If medication is to be administered by crèche staff, it must be:

- (1) Age appropriate**
- (2) The dosage must be clearly stated.**

The medication must be in its original bottle, if not, staff will not be able to administer the medicine. If it is a medicine prescribed by a doctor, then the child's name must be on it. Staff are not permitted to administer medication that was originally prescribed for a sibling. Relevant staff are informed and instructed by management that a child is taking medication. Staff will administer medicine at prescribed times. This is recorded and is additionally witnessed by a second staff member.

If the medicine is not age appropriate, then a doctor's letter must be presented, clearly indicating that in this case the medicine is suitable, otherwise the crèche staff cannot administer the medicine.

If you feel your child may need Calpol or alternative during the day, you must ensure that you write down if your child has received Calpol or alternative that morning. This is necessary to ensure that the required time is left between each dosage.

Crèche staff will only administer one medication suitable for reducing temperatures every four hours, for example, Crèche Cois Laoi staff will not administer Calpol and Nurofen in the same four hour period unless specifically prescribed by the child's doctor, on each occasion.

All medication must be clearly labelled with your child's name and given to your child's teacher. The medicine is stored in a locked medicine cabinet in your child's room. Under no circumstance is medication to be stored in your child's lunch box. This is to prevent your child and other children gaining access to it.