

**Procedure for Administration of Medicines**

* Medication must only be administered to a child following written consent from a parent or guardian.
* Check the information on the child’s medical consent form prior to administering any medication.
* If medication states that is should be given if required, contact the parent to check if any medication was given prior to arrival at nursery.
* Administer medicine to the child and log this in the medical folder.
* Inform parent that medication has been administered by sending a text via the school office.
* If a child refuses to take the medication or spits it out contact the parent immediately to seek advice.

IF MEDICATION IS ADMIINISTERED TO THE WRONG CHILD

CONTACT PARENTS IMMEDIATELY AND SMT, CHILD SHOULD BE

SUPERVISED ONE TO ONE UNTIL PARENTS CAN COLLECT THEM

FROM NURSERY.

**Woodlands Nursery Class – ADMINISTRATION OF MEDICINE** 

