

Administering Medicine Procedure

Medicine request (from main parent/carer giver):

1. Check that the medicine is in its original packaging/bottle/box & that the medicine is in date
2. If non-prescribed: check that the medicine is appropriate for the symptoms
3. If prescribed: check the medicine is labelled with dosage and child's name
4. Manager or Senior Practitioner fills out medicine form (physical or on INM app) for medicine for that day
5. Parent/Main caregiver to check the information and then provide signature as consent
6. Information relating to the child's symptoms, wellbeing and medicine requirement to be passed on to staff team

Storage of medicine should adhere to the guidance provided in the information booklet or prescription label. If required to be chilled, the medicine must be kept in the fridge until returned to parent/caregiver. All medicine is stored in a designated area away from children, unless required to be near child (inhaler, epi-pen etc).

Administering Medicine:

1. Only first aid trained Practitioners should administer medicine
2. The administering process should be witnessed by another practitioner
3. Practitioner (and child if appropriate) should wash hands
4. Practitioner should carefully follow guidelines on medicine packaging or prescription label
5. Only the spoons in the packaging can be used - staff must not use normal spoons
6. Measure out correct dose only
7. Staff should ensure child takes entire dose of medication where reasonably practical to do so - staff must not force child to take medicine
8. Practitioners should then update the medication form or INM app with the dosage given and time given
9. The medicine should be returned to the designated storage area.

End of the day/returning medicine:

1. Staff should return the medicine to the parents/main caregivers at the end of the session
2. Liaise with parent/caregiver to discuss the dosages given during the session, any issues and to discuss general well-being of child
3. Parent/main caregiver to sign the medicine form (physical or via INM app) to ensure information has been given and medicine returned