



Cairndow Community Childcare Limited Policy No.2.

ADMINISTRATION AND STORAGE OF MEDICINES

This policy was written in conjunction with staff and committee of Cairndow Community Childcare Ltd.

Staff may administer medicines prescribed by a doctor and medicines for long term illnesses like asthma or ointments for eczema etc. where consent has been given and provided that an administration of medicines request form has been completed and signed.

The child's parent must administer all other "over the counter" medicines. Staff will always administer medicines in the presence of a witness and the date, time and dosage logged on the appropriate form.

Medicine prescribed for a particular child should be labelled clearly and close attention paid to storage requirements such as refrigeration or away from direct heat sources. A medicine cupboard will be located well out of the vicinity of the play area, well out of reach and in a part of the building that can be secured and locked.