



Medication health care plan procedure

When a Medication Health Care Plan is necessary the following procedure will occur;

- Written permission **MUST** be obtained first from the Parent/Carer
- The Parent/ Carer will assist the child's key worker and Manager whilst producing the individual plan, adhering to the child's needs
- Information will need to be recorded about how the medication is administered, the frequency, dosage and storage
- A photo of the child will be attached to the Health Care Plan.
- The medication will be stored in a Ziploc bag or a clear plastic box, which will be clearly labelled with the child's full name and instructions of how to administer the medication
- The container will be stored in the kitchen out of the reach of children in the setting
- When medication is administered it will be noted down on the medicines log
- Parents will be informed immediately by telephone of the treatment administered

This policy has been adopted by Tandridge Village Pre-School Management Committee.

Signed on behalf of the Pre-School by:

Date:

This policy will be reviewed: Autumn 2022

(Unless there is a change in legislation or with direct guidance from an educational body)

Staff Signatures:

Date: