

# MEDICATION PROCEDURE: Updated 27-05-26

## Request for ELC to Administer Medication

- Parent completes the '**Parental Permission for Administration of Medication**' form.
- The practitioner should check the instructions for the administration match the official label and dosage. **'As required' is not enough information. A clear administration protocol is required.**
- The first dose should have been administered prior to accepting medication into the ELC. The exception is emergency anaphylaxis medication, e.g. an EpiPen.
- Medical protocols/ health care plans should be sought, where appropriate.
- With prescription medicines, the child's name should be clearly stated, along with the date of dispensing.
- A termly sign-in/ sign-out sheet should be completed and signed by the practitioner, parent, and manager.

## Storage of Medication

- A plastic box for each child should be used to store medication. This should include a photograph of the child, and a label with their name and date of birth.
- **Emergency medication:** e.g. inhalers and medication for anaphylaxis, are stored in the First Aid cupboard. This should be open between 08:00 and 15:00 and locked at other times.
- **Routine medication:** i.e. all non-emergency medication, are stored in the bottom filing cabinet drawer. The filing cabinet will remain locked when not in use.
- Inside the child's **Care plan**, there should be a copy of the
  - '**Parental Permission for Administration of Medication**' form;
  - '**Record of Administration of Medication**' form;
  - a copy of protocols/ health care plans.
- Inside the **medication box**, there should be a copy of the:
  - '**Parental Permission for Administration of Medication**' form;
  - a copy of protocols/ health care plans.
- Medication requiring refrigeration should be stored in the medical room fridge.
- If medication requires signing in and out daily, a '**Medication Sign in and out Sheet**' should be created and stored in the child's Care Plan.

## Administering Medication

- When administering medication, the '**Record of Administration of Medication**' form should be completed. This should be signed by the parent/ carer at pick-up, before being stored back in their **Care Plan**.

## Returning Medication

- At the end of each term, the medication should be signed out on the termly sign-in/ sign-out sheet and sent home. This should be noted on the '**Record of Administration of Medication**' form, and any blank spaces for inputting records should be crossed out. At the beginning of a new term, the medication should be signed-in and a new 'Record of Administration of Medication' form set-up.
- When medication has been returned to the parent after time-bound administration, the '**Parental Permission for Administration of Medication**' form and the '**Record of Administration of Medication**' form should be archived in the child's Care Plan.