

## Health procedures

### **3.3 Administration of non-prescribed medication**

Non prescribed medication can include over the counter medicines and creams which can be purchased from a pharmacy, health shop and supermarkets.

Non prescribed medication must only be administered to a child with written permission for that particular medication from a parent or carer.

Members of staff who receive the medication must ask a parent to sign a consent form stating the following information:

- Full name and date of birth of child
- Name of medication and strength
- Time of last given dose
- Time next dose due

**The medication must be in the original packaging with details of dose allowed and the age that the medication can be used for.**

Staff can only give a child non prescribed medication that has been checked for:

- A parent signed a consent form
- The medication is in date
- The medication is sold as appropriate for the age of the child
- The dose allowed for the child's age is clearly stated

Staff will record all medication given and inform parents on the same day, completing a medicine form and administering medication with a witness.

Staff will never give more than the suggested dose on the packaging.