



Happy Hands Pre-School Playgroup

making learning fun for over 30 years!

Care Plans

October 2009

Administration of medication procedure

A medication form detailing dosage and administration procedure must be completed and signed by the parent/ carer. These forms will be kept in the register and staff must record on them any medication administered during the session. This must be shown to the parent/ carer when the child is collected.

The parent/ carer must bring the medication in every session and it must be checked. If the child has already had medication that day it must be recorded with the time.

Medication must have been prescribed by the child's doctor and dispensed with full instructions, including the child's name and dosage.

The medication will be kept in the Playgroup cupboard or in the refrigerator as required.

All staff will be instructed in the administration of the medication according the instructions or to supervise the self-administration if appropriate.

Care plans for children with additional needs (see also: Inclusion Policy)

Children with additional needs will have an individual care plan. All staff will be involved in the implementation of the care plans. The care plans will be kept in the child's file and a copy in the front of the register.