Wapping Playgroup Medication Policy
According to the guidance set out in the Statutory Framework 'medicines must not usually be administered unless they have been prescribed for that child by a doctor, dentist, nurse or pharmacist’

**Aim**
It is our aim to safeguard and maintain the well-being of all children within the Playgroup and the staff who look after them. Wapping Playgroup works in partnership with parent/carers and information sharing in this area is vital.

**Administration of Medicine**
Medication will never be given without the prior written request of the parent/carer, which will include frequency, dosage and time to administer.

The Playgroup Leader and Playgroup Deputy will be designated to administer medication. They will also be responsible for ensuring that:

- Prior consent is arranged.
- All necessary details are recorded on a Medication Form, which is then signed by the parent/carer.
- The medication is properly labeled and safely stored during the session. It should be in its original container with the pharmaceutical label that includes the child's name, the date, the type of medicine and the dosage.
- Another worker must act as a witness to ensure that the correct dosage is given.
- Parents sign the Medication Form to acknowledge that the medication has been given.

Wherever possible, children who are prescribed medication should receive their doses at home. If it is necessary for medication to be administered at Wapping Playgroup, it will be stored in a secure cupboard or refrigerated in the kitchen where children do not have access. Any medication that requires storage will be stored in a named sealed plastic container.

If for any reason a child refuses to take their medication, staff will not attempt to force them to do so against their wishes. If and when such a situation occurs, the child's parent will be notified, and the incident recorded on the Medication Record.

Wapping Playgroup ensures that staff have received training in administering auto-injectors for anaphylaxis (e.g. Epi-pen). If a child needs medication requiring specialist knowledge or training only trained staff may administer the medication.
If there is any change in the type of medication, whether regarding dosage or other changes to the information given on the Medication Form—a new form must be completed.

**Health Care Plan**

Children with long term health requirements will require a health care plan to be completed. The parent/carers of the child, Area inclusion coordinator and the settings inclusion coordinator will be present when the playgroup writes up the child’s medical plan. The child’s medical history will be used to write up the medical plan.