



PRE-SCHOOL

Seacourt Road, Thamesmead, London, SE2 9XB

Email: toddleswood@outlook.com

Website: www.toddleswood.co.uk

Telephone: 020 8320 1900 or 07572344567

ADMINISTRATION OF MEDICATION POLICY

Children who have an infectious illness or who are feeling unwell should stay at home.

If a child becomes unwell during Toddleswood sessions and requires medication staff will follow the 'Sudden Illness Procedure.'

The staff at Toddleswood will only administer medication to a child if the medication is required as part of an ongoing health problem or chronic illness e.g. asthma pump or if the child has been ill and is now well enough to attend Toddleswood sessions, but need to complete a course of prescribed medication such as antibiotics.

We do however ask that the Parent/Carer of the child to complete a 'Medication Authorisation Form'. This gives Toddleswood staff full details of when and how the medication is to be administered. NO medication can be administered until this form has been completed.

All medication must be prescribed by a doctor and must be clearly labelled with the child's name and be in its original packaging. Please note that over the counter medicines will only be administered at the Managers discretion.

Medication will be administered to a child by a staff member and witnessed by another member of staff. A First Aid Qualified member of staff is always present during Toddleswood sessions.

If medication is administered to a child, the Parent/Carer will be required to sign a 'Medication Administered Form' on collecting the child.

The staff at Toddleswood will administer Nappy Rash cream and Sun Cream to a child as and when required in accordance with the 'Consent Form' completed by the parent/carers on admission.

Please be aware that Toddles Limited and its staff will not be held responsible for any side effects, serious injury or death incurring after the named medication has been given to the named child with written consent from a parent/carers.