



Policy ... Medication

As a general rule, Newby Fun Factory will not normally administer medication. Ideally, this will be done by the child's parents / carers. However, in exceptional circumstances, The Fun Factory will administer prescribed medication, provided:

- the medication is clearly labelled with the child's name,
- it stipulates the dose and timing,
- additional written notification of the request and the above information is provided by the child's parent / carer.

Process:

- the Team Leader or designated session lead will administer the prescribed medication,
- s/he will check the medication with another staff member, to confirm child, dosage and timing,
- that 'other' staff member will observe the child receiving the medication,
- the Team Leader or designated session lead will record details of the procedure and sign it,

Newby Fun Factory will provide a safe storage are for such medicines in the 'cold corridor' area. The Early Years will use the medicine cabinet in the school office.

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