

## Auchinairn ELCC Medication Procedure Flow Chart



Parent/Carer **MUST** complete all sections of appropriate medication form. Form **MUST** be signed and dated. **Only medication with doctor label will be administered by Key Workers**

Prepare medication for appropriate storage

Medication **MUST** be stored in a box with lid or clear bag only

Box or bag must be clearly labelled with:

- **Child's full name, date of birth, keyworker group and reason for medication**

Medication **MUST** be stored in Medication Cupboard on appropriate shelf or Medication Fridge only

Child's Key Worker and HoC/Depute **MUST** be informed of child's medication form and **MUST** be signed by both Key Worker and Management

Key Worker **WILL** administer medication following medication form instructions set by parent/carer. A staff member **MUST** witness medication being administered

Parent/Carer **MUST** sign medication form when collecting their child every time medication has been administered to child

- **Short term medication WILL NOT be stored overnight in nursery**
- **Parent/Caret MUST resign long term medication form every 3 months**

