

Please don't hesitate to speak to the Head\* if you have any questions or concerns.

*\*(Who ever has responsibility for the establishment where your child attends)*



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# **Information for Parents / Carers** About the **Administration of Medication** And **Health Care Procedures**



This leaflet provides advice if your child requires Prescribed medication that is prescribed on a regular basis whilst attending our establishment.

- There is no legal duty that requires staff to administer medication but where possible we will support your child's health needs. We will identify staff who will administer your child's medication and ensure that they are trained, and have the right information.



- Sharing information is essential for us to provide the best care for your child. If medication does need to be given please provide the Head\* with information about your child's medical condition and treatment.

*\*(Who ever has responsibility for the establishment where your child attends)*



- You will be asked to complete a form with information about your child's medication and the health care support that they need.



- Make sure you tell us about any changes to your child's prescription or the support required.



- Medication should always be provided in the original container received from the pharmacist.



- It is your responsibility to check that the medication is not out-of-date, that there is sufficient quantity, that it is replenished as necessary and that any unused supplies are up lifted for disposal.



- If your child has a complex health need they may require an Individual Health Care Plan. This will involve working in partnership with you as parents /carers and the other professionals involved with your child.



- It is important that we review all the information about your child's medication and their Individual Health Care Plan with you and the professionals involved when there are any changes or at least once a year.



- Speak to your Doctor or Nurse to check if the times when your child requires medication to be given could be changed to a time when they are at home.



- If your child is acutely unwell please keep them at home.

