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Community
Legal Service



Help Point

**“Working to Empower the Community”
in Lancashire and Cumbria**

Pamela Beswick - Project Director

Also:-

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Mobile Crèche - Procedure for Administering Medicine

The mobile crèche Registration Form asks for a signed declaration from parents/carers that they have read and understood the accompanying forms.

One of the forms is for the “administration of medicines” during the crèche, by the staff on duty.

The parent / carer completes the consent form, having read the procedures, and includes it with the signed Registration Form when booking a crèche place.

- The stated medicine is to be in its original container, clearly labelled and inaccessible to children.
- The medicine should have been prescribed by a doctor and will be kept in a locked cupboard on the crèche premises.
- The details from the consent form are entered into the “crèche medicine book” by the Crèche Manager / Deputy.
- A member of the crèche staff will administer the medicine as directed and sign and date the entry in the medicine book. This administration will be witnessed by a second member of the crèche staff. The parent / carer will be asked to sign the book when the crèche is ended and will be given the medicine to take home.

The entry in the Medicine Book should be as follows:

Name of child	Time of last dose given prior to attending the Crèche	Time Medicine is due	Time Medicine is given	Signature of person giving dose of Medicine	Witness to administration of Medicine	Signature of Parent / Carer to confirm correct Medicine and dosage administered

Specialist Requirements:

Should any prescription medicine require any technical / medical knowledge then individual training should be sought from a qualified health professional. Training will be specific to the child concerned.

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Children's Fund



Promoting City, Coast & Countryside

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