***DUTIES OF PARENTS/CARERS***

* To inform the Playgroup Manager in writing about your child’s health care needs *before* admission, and again as soon as there are any changes to these needs.
* To provide any medication/s required, and ensure it is fit for use, and clearly labelled.
* To pass to the member of staff any information you have about the side effects or adverse effects of the medication/s that your child is taking.
* To inform the member of staff about any medication given to your child earlier that day.
* To ensure that all staff members understand how and when to administer the medication/s; no staff member may undertake the administration of any medication until confident of the process/training.

# ***CONSENT/SUPPLY/STORAGE***

Parental consent must be given in writing on the ‘Permission to administer medicine form’ before any medication can be administered. It is the responsibility of the parent/carer to ensure that the staff member is fully aware of how and when to administer all medication. All medication/s must be supplied by the parent/carer. Playgroup Staff are not permitted to buy and administer medications to children for whom they are caring. *Prescribed Medication* is the property of the person for whom is it prescribed, and may not be used for anyone else. All medications must be stored in the kitchen in the medication box unless refrigeration is required.

**Security:** The kitchen must be secure AT ALL TIMES