**VICTORIA COLLEGE BELFAST**

**(incorporating Richmond Lodge School)**

**Day Care**

**Management of Medicines Policy- referencing Standard 3**

**1. Rationale:**

Victoria College Day Care is committed to promoting high quality education by employing and supporting staff who will work with a high degree of commitment and professionalism in a healthy and safe environment. The purpose of this policy and accompanying procedures is to establish a clear framework for the management of medicines within the Day Care setting.

**2. Aims and Objectives:**

1. To ensure that all emergency first aid medicines within the Day Care setting are managed appropriately and safely. Emergency first aid is defined as any medication related to specific need e.g. piriton or an epipen if a child has an allergic reaction.

2. To inform staff and parents of the policy and procedures for the management of medicines and guidelines for sick children in the Day Care setting.

**3. Procedures:**

If a child is taken ill at the setting, every effort will be made to contact the nominated people. Prescribed medicines will not be administered to children and only emergency first aid will be given. All staff will receive training on the administration of this medicine. Guidance on the administration of this medicine states that the medicine should be kept in a locked and secure place within the setting. Medication will be safely stored in a locked cupboard in the setting room. Parents and carers will be contacted if emergency first aid is given.

**4. Review and Evaluation:**

The policy will be reviewed at least once a year by the Board of Governors. The policy will be kept under review by senior members of staff who will keep Governors informed of any difficulties that may arise.