

Medicines Policy

As a childcare provider I will ensure that I implement an effective procedure to meet the individual needs of a child when administering medicines. In order to achieve this I will do the following:

Procedures (how I will put the statement into practice)

Keep written records of a child's need for medication and ask parents to update regularly

Keep written records of all medicines administered to children in my care. These must include

- The details of the product and the date of its administration
- The name of the person who administered the medicine and the circumstances
- A record of parental consent or the consent of a carer, if the parent has identified another person.

Parents will be informed when a medicine has been administered including the time and dosage.

I will store all medicines safely in the kitchen out of reach of children or in the top of the fridge if required and strictly in accordance with the product instructions and in the original container in which it was dispensed and I will check that it is still within its expiry date before administering

I will obtain prior written permission from parents for each and every medicine to be administered before any medication is given.

If the administration of prescription medicine requires technical/medical knowledge then I will attend training from a qualified health professional. The training will be specific to the child in question.

I will work in partnership with parents to ensure the correct medication, dosage etc is given.

I will only administer prescription medication to the child if it is prescribed for by a doctor, dentist, nurse or pharmacist. It must be correctly labelled with a current date.

I will only administer non-prescription medication such as pain and fever relief with parents' previous written consent and only when there is a health reason to do so. You will need to provide me with the non-prescription medicine and again it must be in its original packaging/bottle/tube. I will NOT administer medication if your child has not taken it previously in case of an allergic reaction. Even though you may have signed a form, I will still contact you by telephone to check that I can administer this medication. This is to protect your child, you and myself. It is vital that you inform me of any medication you may have given your child before they arrive into my care. I need to know what medicine they have had, the dose and time given

I will never administer medicines containing aspirin to a child under the age of 16 unless they have been prescribed by a doctor.

If I do not administer the medicine whilst the child is in my care I will inform parents of who will be responsible for the administration of medicines to their child.

If I have a child in my care with long-term medical needs then I will ensure that I have sufficient information about the child's medical condition and will work in partnership with parents and any other health professionals to assist the administration of any prescribed medication and the management of any other health needs.

This policy supports the following requirements and standards:

England

Meeting the Early Years Foundation Stage Safeguarding and Welfare Requirements.

Health, Medicines

Providers must have and implement a policy and procedures for administering medicines