

MEDICINES

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)

I will keep a written record of a child's need for medication and ask parents to update regularly.

I will keep written records of all medicines administered to children in my care.

I will inform parents when a medicine has been administered including the time and dosage.

I will store all medicines safely in a kitchen wall cupboard unless otherwise instructed. This will be done strictly in accordance with the product instructions (e.g. in a refrigerator, in a sealed container away from food) and in the original container in which it was dispensed.

I will obtain prior written permission from parents for each and every medicine to be administered before any medication is given. I will provide you with 'Permission to administer medicine or treatment' forms which can be completed prior to your child attending the setting and kept on file.

I will work in partnership with parents to ensure the correct medication, dosage etc 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 only administer prescription medication to the child if it is prescribed for by a doctor, dentist, nurse or pharmacist and has that child's name on the prescription label.

I will only administer non-prescription medication such as pain and fever relief or Piriton, with parents' previous written consent and only when there is a health reason to do so. However, if your child is generally unwell and you think they will need Calpol or Nurofen to be administered throughout the day, then I would urge you to keep them at home.

In an emergency situation, if I feel your child may need non-prescription medication, you will be contacted by telephone and asked to collect your child.

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

In an emergency, 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 (emergency back-up cover). If a dose is missed this will be recorded and the parents informed. Children cannot be forced to take medication so in the event of a refusal this will be recorded and parents will be contacted.

If I have a child in my care with long-term medical needs then I will ensure that I and any co-workers 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 such as a gastrostomy tube.

If a child has medication that they administer themselves at my setting (such as an asthma inhaler) then I will ask them to tell me so that it can be recorded. Full details of the medication and the child’s requirements for it will be recorded in the Medical Record Book and the parent will sign to give consent for the child to self medicate.

All consent forms and completed records will be stored in accordance with my confidentiality policy.

Childminder’s name	
Childminder’s signature	
Date	
Parent(s)’ name	
Parent(s)’ signature	

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Date	
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I give my permission that _____ (insert child's name) can be given non prescribed medication including Calpol, Nurofen or Piriton in an emergency situation, at which time I will be contacted by telephone.

Parent(s)' name	
Parent(s)' signature	
Date	

Date policy was written	30 th January 2021
This policy is due for review on the following date	30 th January 2022