



Medicines Policy

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

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

We will keep written records of all medicines administered to children in our care.

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

We will store all medicines safely out of the children's reach and strictly in accordance with the product instructions and in the original container in which it was dispensed.

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

We 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 we will attend training from a qualified health professional. The training will be specific to the child in question. If any of our staff are involved in the administration of a prescription medicine that requires technical/medical knowledge then we will ensure that they have attended individual training from a health care professional, specific to the child in question.

We will only administer prescription medication to the child if it is prescribed for by a doctor, dentist, nurse, pharmacist or homeopath.

We 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 we do not administer the medicine whilst the child is in our care we will inform parents of who will be responsible for the administration of medicines to their child.

If we have a child in our care with long-term medical needs we will ensure that we 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.