



## Administering Medication Policy

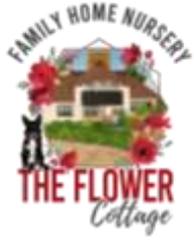
### Policy statement

#### 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. To achieve this, I will do the following:

### Procedures (how I will put the statement into practice)

- I will keep 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 the first aid cabinet located in the kitchen (Or refrigerated if required) and strictly in accordance with the product instructions and in the original container in which it was dispensed.
- I will obtain permission from parents for each medicine to be administered for any medication that is given.
- 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. If I employ any staff and they are involved in the administration of a prescription medicine that requires technical/medical knowledge then I will ensure that they have attended individual training from a health care professional, specific to the child in question.
- I will only administer prescription medication to the child it is prescribed for by a doctor, dentist, nurse, or pharmacist.
- I will only administer non-prescription medication such as calpol sugar free infant suspension (paracetamol) with parents' consent and only when there is a health reason to do so.
- 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.
- 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.
- I will maintain a written record of any medicine administered to a child in their own individual folder, including: The details of the product and the date and time 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.

Please ensure you have read and understand the Administering Medication policy and procedure.

**All policies and procedures are reviewed regularly and updated when necessary.**

This policy and procedure has been development in line with the EYFS welfare requirements and Ofsted guidance, and outlines the provider's responsibility to take all necessary steps to safeguard and promote the welfare of children.

This policy and procedure has been written by **Miss Caitlin Smith**, the Ofsted-registered childminder responsible for the care of children at **The Flower Cottage**, Dudley, West Midlands, DY2 7TQ.

THE FLOWER COTTAGE