



Medicines 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. In order to achieve this I will do the following:

Procedures (how I will put the statement into practice)

I will only administer medication for asthma / diabetes – (life dependant medication only)

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 my locked medicine cabinet in the downstairs toilet and strictly in accordance with the product instructions and in the original container in which it was dispensed.

If you usually carry non-prescription medication in your child's bag, please can you make sure that this is left at home when they attend my setting.

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

I will only administer prescription medication to the child if it is prescribed by a doctor, dentist, nurse or pharmacist and has the child's name on the prescription label

I will only administer non-prescription medication such as teething gel or teething crystals with parents' previous written consent and only when there is a health reason to do so.

I no longer administer any other medication that can be bought over the counter such as Calpol. If you feel that your child needs non prescription medication such as Calpol, then I expect you to keep your child away from the setting until they are better.

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 or a dose is missed this will be recorded with details of the reason why and the parents will be 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 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 my medication folder and the parent will sign to give consent for the child to self medicate.

Written by Emma Marshall

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I will handle all data as required under GDPR Guidance