

# Use, Storage and Administering Medication Policy

As a childcare provider, I will ensure that all staff implement an effective procedure to meet the individual needs of each child when administering medicines. All staff will be trained in First Aid and follow guidance on the correct use, storage and administration of medication.

## Procedure for Administering Medicines

- Staff will obtain prior written permission from parents for each and every medicine to be administered before any medication is given. Both parties will sign on receipt of any new medication. Parents will be required to provide instructions for when the medication is to be administered, how much is to be given and why. They will also need to let staff know how many times/days the medication is to be administered.
- Staff will keep written records of all medicines administered to children in our care, which both staff and a parent/carer must sign.
- Staff will store all medicines in a secure storage unit, strictly in accordance with the product instructions, in their original container and out of reach of children in a locked cabinet located in the kitchen of the hall. For safety reasons, medicines not supplied in their original containers or those without their instruction labels, will not be administered.
- Staff will only administer prescription medicine to a child if it is prescribed by a doctor, dentist, nurse or pharmacist and **is in date**. Such medication **MUST** be labelled clearly show the child's name and date of birth, along with instructions for administering the medicine.
- Non-prescription medicines, such as pain relief, will only be administered with parent/carer's previous written consent and only when there is a health reason to do so. If staff feel a child needs medication, for a reason specified on a general permission slip, staff will contact the parent concerned and get permission verbally or via text or email on each occasion before it is administered.
- Staff will never administer medicines containing aspirin to a child under the age of 16, unless they have been prescribed by a doctor.
- If we have a child with long-term medical needs, then we will ensure that we have sufficient information about the child's medical condition and will work in partnership with parents to assist the administration of any prescribed medication.
- If the administration requires technical/medical knowledge, then I/staff will attend training from a qualified health professional. The training should be specific to the child in question.

If a child has a medication that may be needed urgently, for example an asthma inhaler, parents may be asked to provide an additional supply to be kept at the setting so there is reduced risk of them being without their medication.

Emma's Explorers

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Parents/carers will be advised - It is vital that they inform staff of any medication you may have given to their child in the 48 hours before they arrive in our care. Depending on the type of medication and the reason it has been given, parents may be asked to keep your child at home for a day or two. Particularly for new medications and antibiotics, it may be necessary for parents to monitor their condition and ensure they don't have a reaction. First dose at home.

Parents/Carers reserve the right to refuse non-prescription medication, however if a child becomes unwell in our care the parents will be notified and asked to collect the child as soon as possible. If the parents/carers are unable to collect the child from the setting straight away, the child's emergency contacts will be contacted and asked to collect.