



Policy 070 – Administering Medicines

Policy statement: Administering 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 out of reach of children and strictly in accordance with the product instructions (which may require refrigeration 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 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 any of my staff 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 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 with parents' previous written 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. (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 my medicines record book and the parent will sign to give consent for the child to self medicate.

Additional guidance for the Childcare Register

Providers on the Childcare Register, apart from home childcarers, are required to maintain a written record of any medicine administered to a child for whom the childcare is provided, including:

- The details of the product and the date 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.

There is no guidance relating to whether the medication is prescribed or otherwise so long as the provider keeps a written record.

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

Dabrowka Lichtarowicz

August 2017

Review date: August 2020

This policy supports the following requirements and standards:

England

Meeting the Early Years Foundation Stage Safeguarding and Welfare Requirements.

Health, Medicines