**Policy and Procedures for 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**

* 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. This information will be written down, the parent/guardian will be asked to sign the document on collection to acknowledge that the medicine has been given to the child.
* I will store all medicines safely and correctly. Medicines will be stored in the Utility room in the cupboard on the top shelf; if a medicine require refrigeration they will be carefully stored in the fridge. Medicines must be in the original container in which it was dispensed and not decanted. I will check that medicines are within their expiry date.
* I will obtain prior written permission from parents for each and every medicine to be administered before any medication is given. These forms will be stored in the Accident, Incident and Medication folder.
* 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 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.
* 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.
* 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 the Accident, Incident and Medication folder and the parent will sign to give consent for the child to self medicate.
* If a child has a self-held medication please obtain an additional one that can be kept at my setting, where it will be stored safely. On outings this will be taken with them.

All consent forms and completed records will be stored in accordance with my Data Protection policy

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