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Administration of Medication Policy

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Introduction

As an Ofsted registered childcare provider we meet the statutory requirements of the Early Years Foundation Stage (EYFS 2014) as well as legislation Equality and Human Rights Commission and United Nations Convention on the Rights of the Child (1992). To this end, we have developed a policy that sets out how we will administer record and store medicines. This policy meets the EYFS specific requirements 'Providers must have and implement a policy, and procedures, for administering medicines. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up-to-date. Training must be provided for staff where the administration of medicine requires medical or technical knowledge. Medicines must not usually be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor)'. 'Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. Providers must keep a written record each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable'. 'Providers must implement an effective policy on administering medicines. The policy must include effective management systems to support individual children with medical needs'.

Policy

As childcare providers we will ensure that we implement an effective procedure to meet the individual needs of a child when administering medicines. In order to achieve this, we will do the following:

Procedure

We will keep written records of all medicines administered to children in our care. We will inform parents when a medicine has been administered including the time and dosage and ask them to sign to acknowledge this. We will also request that parents inform us of the last time the medicine was given prior to arriving at the setting and again document this information and request a parental signature to confirm the details are correct.

We will store all medicines safely either on the top shelf of the fridge or the top shelf of a cupboard in the kitchen area. They will be stored strictly in accordance with the product instructions and in the original container in which it was dispensed.

We will work in partnership with parents to ensure the correct medication, dosage is given. If the administration of prescription medicine requires technical/medical knowledge then we will request training from a qualified health professional, specific to the child in question.

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

We will only administer prescription medication to the child if it is prescribed for by a doctor, dentist, nurse or pharmacist, within date and clearly labelled with the child's name, dose and frequency. We 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. We 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 in our care 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 and any other health professionals to assist the administration of any prescribed medication and the management of any other health needs.

Conclusion

We will follow the above procedure to ensure that medication is given in a safe way, and that all medicines are documented in accordance with the above policy.

Signed _____ (Director and registered person)
Date _____

Signed _____ (Director and registered person)
Date _____

