

## MEDICINES

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### Medicines Policy

#### Aim

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:

#### Procedures

We will keep a written record of a child's need for medication and ask parents to update us regularly.

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.

We will store all medicines safely in either a locked medicine cabinet and strictly in accordance with the product instructions (which may require refrigeration in a sealed container away from food and on the highest shelf)) and in the original container in which it was dispensed.

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

We 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 we will attend training from a qualified health professional. The training will be specific to the child in question.

If childminders are involved in the administration of a prescription medicine that requires technical/medical knowledge then we will ensure that they have attended individual training from a health care professional, specific to the child in question.

We 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.

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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.

### **In an emergency**

In an emergency, if we do not administer the medicine whilst the child is in our care we 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.

### **Refusal to take medicine by the child**

Children cannot be forced to take medication so in the event of a refusal this will be recorded and parents will be contacted.

### **Long-term medical needs**

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 such as a gastrostomy tube.

### **Child self-medication**

If a child has medication that they administer themselves at our setting (such as an asthma inhaler) then we will ask them to tell us so that it can be recorded. Full details of the medication and the child's requirements for it will be recorded (Accident, Incident and Medication Folder) 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

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- A record of parental consent or the consent of a carer, if the parent has identified another person.

### Written Records

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 kept in the Accident, Incident and Medication Folder and stored in accordance with my Data Protection Policy.

Childminder's name	Lorna Ford
Childminder's signature	
Date	18-6-18
Childminder's name	David Ford
Childminder's signature	
Date	18-6-18

Date policy was written	June 2018
This policy is due for review on the following date	June 2021

This policy supports the following requirements and standards:

#### England

Meeting the Early Years Foundation Stage Safeguarding and Welfare Requirements.

#### Health, Medicines

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