



## Administering Medication Policy

As a childcare provider, we will ensure that we implement an effective procedure to meet the individual needs of a child when administering medicines.

### Medication 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.
- We will store all medicines in the fridge if necessary, and keep them strictly in accordance with the product instructions 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.
- If the administration requires technical/medical knowledge then we will attend training from a qualified health professional. The training should be specific to the child in question.
- We will only administer prescription medicine to the child if it is prescribed by a doctor, dentist or nurse.
- Parents must ensure their child has had at least 24 hours of any new medication before coming to the setting in case of an allergic reaction.
- **Non-prescription medicine, such as pain and fever relief (Calpol), will not be administered by staff at the Tithe Barn Preschool. If we feel a child needs some throughout the day, we will contact the parent concerned and ask you to collect your child.**
- 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 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 your child has self-held medication (e.g. inhaler, Epi-pen), please provide an additional supply for us to keep at the Tithe Barn Preschool so there is reduced risk of them being without their medication.

It is vital that you inform us of any medication you may have given your child before they arrive into our care.

Written September 2016

Reviewed annually

Signed: 