



## Medicine Policy

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:

- I will obtain prior written permission from parents for each medicine to be administered before any medication is given.
- I will keep written records of all medicines administered to children in my care including dose and time given and inform parents, asking them to sign to confirm notification the same day.
- All medicine given to me to administer must be in its original bottle/container and not decanted. It must have the manufacturers guidelines on it and if a prescription medication the details from the Doctor/pharmacy.
- Non-prescription medicines such as Calpol can sometimes mask a more serious condition. Due to this I would place a limit of administering only one dose with prior written permission. I would expect that the parent would collect their child if there is no improvement in the child's well-being and they require further treatment.
- I will ensure that all medication given to me will be stored correctly and I will check that it is still within its expiry date
- If your child has a self-held medication, please obtain an additional one for me to be kept at my home. Older children can easily forget to bring home an inhaler. What could be a simple puff of Ventolin then turns into a major incident and a trip to the hospital. If your child has acute allergies and carries/needs an EpiPen, please discuss the matter with me. I may need additional training to administer these forms of medication.
- Even though you may have signed a form, I will still contact you by telephone to check that I can administer this medication. This is to protect your child, you and myself. It is vital that you inform me of any medication you may have given your child before they arrive into my care. I need to know what medicine they have had, the dose and time given.