

Managing and administrating Medicines Policy and Procedure

I am happy to administer medication, however if it is possible for the parent to administer the medication before your child commences care with me that would be preferred.

If I am to administer medication:

- No medication will be give without parent's permission, forms are attached to this policy and all medication will need to be written in medication book and signed for. This includes un-prescribed medication such as calpol or nurofen for children and these will be given at my digression.
- This will be recorded, stating time given and dosage and will also be signed for in the medication book by the parent when he/she collects the children.
- The medication will need to be clearly labelled with the child's name and dosage and any instructions. I will also need to know from the parent prior to the child coming to me the times of the last dosage and these will need to be recorded.

Inhaler and Epipens will be kept in a separate box for each child which will be clearly labelled with the child's name on it, this will be kept in an area easily assessable but out of children's reach. For inhalers parents will be asked to sign the medication book to say that this is and ongoing treatment.

All Medicines will be kept out of reach of children

First Aid

As a childminder, I am legally required to take a valid first aid certificate before registration and then renew every three years. I can administer basic first aid treatment, and my first aid box is labelled and easily accessible and stored in my kitchen. Parent's contact numbers are with the first aid box.

Parent's signature

Childminder's signature

Date: To be reviewed on :

