

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.

As a childminder I will ensure that I implement an effective procedure to meet the individual needs of a child when administering medicines.

If I am to administer medication I will follow these procedures

No medication will be given without parent's prior permission. All medication will need to be recorded in medication book and signed. This includes un-prescribed medication such as calpol or nurofen for children and these will be given at my digression.

I will only administer prescription medication to the child it is prescribed for by a doctor, dentist, nurse or pharmacist. 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 be notified by parents prior to the child attending to inform of the times of the last dosage and these will need to be recorded.

I will store all medicines safely in my Kitchen in a cupboard out of reach of the child and inside a box with the child's name on it and will be administered strictly in accordance with the product instructions and in the original container in which it was dispensed.

In an emergency, if I do not administer the medicine whilst the child is in my care I will inform parents of who will be responsible for the administration of medicines to their child/children. I request parents to complete an emergency treatment form at the commencement of care.

If I have a child in my care with long-term medical needs then I will ensure that I 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. I will participate in any training required to administer the medication.

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 an ongoing treatment.

I will never administer medicines containing aspirin to a child under the age of 16 unless they have been prescribed by a doctor.

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:

Reviewed on : 09/01/11