



Medicines Policy

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:

- Keep written records of all medicines administered to children in our care.
- Inform parents when a medicine has been administered including the time and dosage and the member of staff who administered it.
- All medicines will be stored either in a clearly marked high cupboard in the kitchen or in the fridge and kept strictly in accordance with the product instructions and in the original container in which it was dispensed.
- A 'short term' or 'long term' medication form will be filled in for each instance that medication needs to be administered. 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 and dosage is given.
- Prescription medication will only be administered to the child if it is prescribed for by a doctor, dentist, nurse or pharmacist.
- Non-prescription medication such as pain and fever relief will only be administered 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.
- If we have a child in our care with long-term medical needs 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 suffers from a severe allergy that requires the use of EpiPen, you must provide an EpiPen for our use and appropriate training to ALL staff at La Casita. You must also ensure that the medication has not expired its date.

Obtaining information about a child's needs for medicine:

- As soon as parents inform a senior member of staff a medicine needs to be administered, a suitable form (long term/short term) will be completed.
- Parents must indicate the dosage and time to be administered.
- Parents must sign the form authorising the administration of that medicine
- Parents must sign the form indicating last time they have administered the medicine
- Staff will sign the form IMMEDIATELY after administering the medicine, indicating the dose and time given.
- Parents will be informed at pick up time and must sign the form acknowledging they received the information.