



Medication Policy

To meet the needs of all children attending the childcare facility we agree to work to the policy detailed below ensuring the safe well being of **all children** during the group session. The Medication Policy specifically relates to children who require **ongoing medication to maintain their stable well being**, giving them opportunities to be part of their local community group. Children who have colds, coughs, infectious or contagious illnesses must not attend the setting until they are well.

- Medication will only be administered if the child's doctor has prescribed it.
- The prescribed medication has the child's details printed on the bottle/ medication.
- Parents' written permission will be obtained before any medication is administered.
- Written information relating to the child's individual medical needs will be given to the childcare facility by his/her parents/carers when s/he first registers. This must include any possible side effects.
- If there is a change in the child's health during his/her time at the childcare setting then written information must be made available to the setting by his//her parents/carers as soon as possible.
- The childcare facility will have an appropriately trained adult at each session to administer medication when necessary (e.g. epipen, insulin) **This training will be carried out by a health professional, such as the child's G.P. or Health Visitor.**
- All adults in the childcare setting will know who is responsible for the medication of a child/children with particular needs.
- Medicines will be stored in their original container, with the original label intact and clearly displayed.
- All medication will be inaccessible to children at all times.
- Medication will not be administered if out of date; it is the responsibility of the parent/carer to ensure that all medication is current.
- Written information must be obtained from parent/carer as to when the medication was last administered.
- The appropriately trained adult will administer medication to the child in a caring and respectful way.
- The time and dosage of medicine given will be recorded and witnessed by another adult in the setting. The parent/carer will be required to sign, acknowledging medication has been given, when collecting the child.



- Training will be regularly updated for the adults responsible for administering the medication.
- At all times, if written procedures are followed, trained staff will be deemed to have acted in good faith. Trained staff are required to act as would a caring parent/carer and **not** as a medically trained practitioner.

Managers Signature: *Julie Ace*

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