

**Medicine Policy & Procedure**

**Non Prescription Medicine.**

I will not usually administer non-prescription medicines unless you have discussed it with me in advance and I agree that there is an acceptable health reason to do so.

You must provide the medication / treatment you wish me to administer in its original packaging and you must have signed a “Short Term - Non-prescription medicine Permission Form” on Babysdays in advance.

I will always try to contact you by telephone to check that I can administer this medication. This is to protect your child, you and myself, however, it will be at my absolute discretion whether or not to administer the medication if I am unable to contact you and I believe there is an accepted health reason to do so.

It is vital that you inform me of any medication you have given your child in the twenty-four hours prior to them arriving into my care. I need to know what medicine they have had, the dose and time given.

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. I will not administer expired medicine under any circumstances.

I will keep an electronic record on Babysdays of any medication and will ask a parent to sign that form.

**Prescription Medicine.**

If your child needs to take medication prescribed by a healthcare professional, please discuss this with me. I will need to complete a “Long/Short Term - Permission to Administer Medication or Treatment Daily” form on Babysdays which you will need to sign each day to allow me to administer the medicine.

All medication must have been administered for a minimum of 24hrs before returning to my setting, this is to ensure that they have started to take effect and to eliminate any allergic reaction.

**All Medicine.**

All medicine given to me to administer must be in its original bottle/container and not decanted; packaging must have the manufacturer’s guidelines on it and if it is a prescription medication the details from the healthcare professional must also be attached.

I will administer medication strictly in accordance with manufacturer’s instructions.

When kept in my setting, medicines will be stored strictly according to the manufacturer’s instructions. Normally I will keep medicines in my high kitchen cupboard unless they are required to be kept refrigerated.

If a child is likely to require medication at any time away from my setting I will keep the medication readily accessible but secure from other children and from being tampered with by anyone.

I will record all medication administered on Babysdays and sign to confirm that I have administered it and I shall request a parental signature at the end of each day to acknowledge that you have been informed of what and when I administered medicine.

If your child has a self-administered medication, such as a Ventolin inhaler or insulin pen, please obtain an additional one for me to be kept at my home.

If your child has acute allergies and carries/needs an Epipen, or if they have long-term medication requirements, please discuss the matter with me as I may need additional training to administer these forms of medication, where appropriate this training will need to be given by a competent healthcare professional.

I will not administer any mediation or give any treatment which I do not feel competent to give.

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

Prescription medicines will only be administered to the named child on that medicine’s original packaging.

If a child refuses to take medication I will record this on the relevant record form and will attempt to contact a parent to advise them of this. If I feel it appropriate, I will seek medical advice.

If you have any concerns regarding medication please do not hesitate to discuss them with me.