



Anne Riggs Childcare

anneriggschildminding.co.uk

Looking after generations of
Plymouth's children since 1989

Medication Policy

Revised January 2016

As a childcare provider I will ensure that I implement an effective procedure to meet the individual needs of a child when administering medicines. In order to achieve this I will do the following:

- Keep written records of all medicines administered to children in my care.
- Inform parents when a medicine has been administered including the time and dosage.
- All medicines will be stored out of reach in the kitchen and kept strictly in accordance with the product instructions and in the original container in which it was dispensed.
- I will obtain prior written permission from parents for each and every medicine to be administered, both prescription and non-prescription, before any medication is given. The only exception being in an emergency when permission for fever relief may be granted over the phone and confirmed by text initially (e.g. to prevent febrile convulsions).
- Prescription medication will only be administered to the child if it is prescribed by a doctor, dentist or nurse. Non-prescription medication, from a pharmacist, will only be administered when there is a health reason to do so e.g. teething gel for teething.
- The first dosage of any new medication must be administered to the child whilst at home.
- If the administration of prescription medicine requires technical/medical knowledge then I will attend training from a qualified health professional. The training should be specific to the child in question.
- If my assistant is involved in the administration of a prescription medicine that requires technical/medical knowledge then I will ensure that he has attended individual training from a health care professional, specific to the child in question.
- I will never administer medicines containing aspirin to a child under the age of 16 unless they have been prescribed by a doctor.
- If I have a child in my care with long-term medical needs then I will ensure that I and any co-workers have sufficient information about the child's medical condition and will work in partnership with parents to assist the administration of any prescribed medication or care.

Childminder: Date: