



# Administering Medicines Policy

## Rationale

I am committed to ensuring that children with short or long-term medical conditions receive the care and medication needed for them to participate in the setting if they are well enough to attend. In order to achieve this, I am willing to administer medication providing I have the medical or technical knowledge to do so and have written parental permission.

## Procedure

Medicines will not normally be administered unless a doctor, dentist, nurse or pharmacist has prescribed them for the child. I will only administer prescribed medicine for the child it is prescribed for. I will not administer any medication containing aspirin to a child under the age of 16 unless a doctor has prescribed it.

Non-prescription medication such as pain and fever relief, may be given with prior written permission from parents/carers when there is a health reason to do so. For non-prescription medication named on the consent form, you will be contacted before I administer the medicine to your child.

All medication must be supplied in the original packaging and clearly labelled with your child's name and will be stored according to product instructions.

Where possible, please try to arrange that medication will only be administered at home before and after attending my setting. Where this isn't possible, I will obtain written permission for each and every medicine including dosage from parents/carers before any

medication is given. Parents/carers will be informed when medication has been administered and asked to sign medication records on the day the medication is given or as soon as reasonably practicable.

The first dose of each medicine should always be given at home with sufficient time to observe the child's responses to the medicine before the child is brought to my setting.

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. (Emergency back-up cover). If a dose is missed this will be recorded and the parents informed. Children cannot be forced to take medication so in the event of a refusal, this will be recorded, and parents will be contacted.

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 and any other health professionals to assist the administration of any prescribed medication and the management of any other health needs such as a gastrostomy tube.

If a child has medication that they administer themselves at my setting (such as an asthma inhaler) then I will ask them to tell me so that it can be recorded. Full details of the medication and the child's requirements for it will be recorded in the child's admissions file and the parent will sign to give consent for the child to self-medicate.

Date policy was written	June 2019
Policy review date	June 2020
Action/Amendments to be taken following review	