

# Medication Policy

Medicine cannot be administered without written permission from the parent/carer using a medicine form provided by me. The form will have information stating the dosage required (using the guidance on the medicine bottle), the times the medicine needs to be given, and the reason why.

This form will be filled in by the parent/carer daily until the medicine is no longer required. I will then fill in the rest of the form when medicine is given. The parent/carer is then required to sign the form to acknowledge the administration of medicine when they collect their child.

If your child needs to take medication prescribed by a doctor, please discuss this with me. In some cases a child on antibiotics may be asked not to attend for 2-3 days in case they react to the medication and to prevent the spread of an infection to others.

I am happy to give your child non-prescribed medication, such as cough mixture, Calpol, teething gel etc., but only if you have signed a parental permission form for me to do so and provide the medication yourself. This must be clearly labelled with the child's name.

It is vital that you inform me of any medication you may have given your child before they arrive 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. Children's medicines will be stored in a sealed box either on the top shelf of the fridge or a cupboard. My own medicines will be stored in a cupboard, far out of children's reach.

The parent/carer are required to fill in a care plan before the child attends the setting, stating any relevant medical or dietary requirements, which will be adhered to at all times. If necessary I may need to receive training on your child's medical needs, to ensure their needs are met.

Date: 07/06/2014