

Administering Medicines Policy and Procedure

This policy outlines our procedures for administering medicines to children in our care, in order to ensure the safety and well-being of all children and to comply with legal requirements.

Written Consent

Written consent from the child's parent or guardian is required before any medicine can be administered by me. The written consent should include the name of the medicine, dosage, time to be given, and any specific instructions for administration. Parents must provide the medication in its original packaging with the child's name, dosage, and instructions clearly labeled.

Prescription medicines won't be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).

Storage of Medication

All medication must be stored in a locked cupboard or container out of the reach of children. Medication must be stored according to the instructions on the packaging and in a cool, dry place.

Administering Medication

- I will ensure that I have read and understood the instructions on the packaging and have checked the expiry date before administering the medicine. The medication must only be given to the child for whom it is intended, and must be given in its original packaging addressed specifically to the child.
- Parents are required to administer the first doses of the medicine to their child in case of any adverse reaction.
- As part of my sickness policy, I will not administer Calpol or other fever-reducing medication to children in my care. This is because it can mask the symptoms of an illness and make it difficult to accurately assess a child's condition. In the event that a child has a temperature of 38°C or above, I will contact their parent

or guardian immediately and request that they are picked up as soon as possible. This is in line with Department of Health guidance and is necessary for the health and safety of all children in my care

Record Keeping

I will keep a record of all medicines administered, including the name of the medication, dosage, time given, and any side effects or adverse reactions. This record should be signed and dated by the childminder and the parent or guardian.

Emergency Procedures

In the event of an emergency, the childminder must take appropriate action to ensure the safety and well-being of the child. This may include administering medication as directed by the child's doctor or seeking medical attention.

Training and Qualifications

I have an up-to-date pediatric first aid qualification but I can refuse to administer any medication if I feel I lack the necessary training for it or it was provided in a non standard manner such as mixing with children's drink.

Review and Updating

This policy and procedure will be reviewed regularly and updated as necessary to ensure that it continues to meet legal requirements and best practice guidelines.

Conclusion:

By following these procedures, we aim to ensure the safety and well-being of all children in our care and to comply with legal requirements relating to the administration of medication.