

# **Beechwood Childcare Limited**

## **Medication Policy**

**Children who are sick should not attend.** Children must be fever free for 24 hours before attending to ensure child is well enough to attend and reduce risk to others in the setting.

If medication is required whilst in attendance at the setting, the following procedure must be used:

1. **Only prescribed medication will be administered. If a child is on a 'Care Plan' then Beechwood will make an exception and follow advice from the Doctor if unprescribed medication is to be given, ie: Calpol, inhalers etc.**
2. **Parents** must give written details including name of child, name of medication required, dose to be given, and time. They must then sign this written authorisation on the medicine slip provided. **NO MEDICATION WILL BE GIVEN UNLESS THIS IS PROPERLY COMPLETED.** Staff should always check dose against recommended dosage information on medication bottle.
3. Staff administering medication must also sign the slip when the medicine has been given. There must always be a witness when medication is given and they must also sign the slip.
4. Parents must sign the slip **again** when they collect their child to confirm that they are satisfied their instructions have been carried out.
5. Completed slips will be stored in the child's personal file.
6. Medication will only be administered for three consecutive days unless prescribed by a doctor.
7. Children who are on long term or emergency medication, should have written consent from the **parent/carer** to administer the medication as required, medication forms **should still be completed** if the medication has been administered. Training may be needed for some forms of medication e.g. EpiPens, and additional information from medical practitioners should be obtained and care plans should be completed.
8. Any medication that contains Aspirin may only be given if prescribed by a doctor.
9. If a child is given new prescribed medication, the first and second dose **MUST** be given by the parent/carer.
10. Where a child needs emergency and/ or continuous medication, a care plan must be completed, per item.