



Medication Policy

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Purpose of the Policy

The safety and welfare of the children in my care are paramount. This policy outlines how I will support the administration of prescribed and 'over-the-counter' medication to the children in my care, ensuring the procedure is safe for your children, for you as a parent, and for myself from a legal perspective.

General Conditions

The first dose of any new medicine should be administered by the parent at home due to the risk of adverse reactions. If there are no side effects, I will continue administering the medication at the setting.

All medication will be kept, out of reach, in the top cupboard in my kitchen. Medication requiring refrigeration will be kept at the rear of the refrigerator on the top shelf.

I will not administer medicine that is out of date, has changed its form (e.g. chipped or crushed tablets, tablets that stick together, or are harder or softer than normal). Defective medication will be returned to you for safe disposal.

If your child has a self-held medication (e.g. asthma inhaler, epi-pen), please provide an additional one to be kept at the setting. While I have had training in administering medication during my Paediatric First Aid course, I may need additional training depending on your child's specific needs. Please discuss this with me before your child starts at my setting.

Prescription medication

Prescription medicine will only be given to the person named on the bottle for the dosage stated.

Prescription medicines must be in their original containers with the labels of the issuing pharmacist attached.

Parents must give prior written permission for the administration of each and every medication. However, I will except written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:

1. The written permission is only for that brand name of medication and cannot be used for similar types of medication. If the brand of medication changes, a new form will need to be completed.
2. The dosage on the written permission is the only dosage that will be administered. I will not give a different dose unless a new form is completed.
3. Parents should notify me immediately if the child's circumstances change (e.g. a dose has been given at home, or a change in strength/dose needs to be administered).

I will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by a doctor's letter.

Parents will be asked when the child had last been given the medication before starting their session; this information will be recorded on the medication form. Similarly, when the child is picked up, the parent will be given precise details of the times and dosage given throughout the day. The parent's signature will be obtained at both times.

If the child refuses to take the medication, then a note will be made on the medication form.

Where medication is "essential" or may have implications if not taken, a phone call with the parents will take place to establish the appropriate response.

Non-Prescription medication

Parents must give prior written permission for the administration of each and every medication.

I will not administer a dosage that exceeds the recommended dose on the instructions.

Parents will be asked when the child had last been given the medication before starting their session; this information will be recorded on the medication form. Similarly, when the child is picked up, the parent will be given precise details of the times and dosage given throughout the day. The parent's signature will be obtained at both times.

I will not continue to administer the medication if it appears the child does not require it. A phone call will be made to discuss this approach with the parents.

If the child refuses to take the medication, then a note will be made on the medication form.

In an emergency non-prescribed medicine will be administered only if the appropriate consent form has been signed. If possible, parents will be informed prior to administration, however, if this is not possible parents will be informed afterwards, giving full details of what has been given, how much and at what time.