



## **04.00 Health Procedures**

### **04.01 Administration of medicine**

Senior members of staff are responsible for administering medication; ensuring consent forms are completed, medicines stored correctly, and records kept.

Administering medicines during the child's session will only be done if necessary.

If a child has not been given a prescription medicine before, especially a baby/child under two, it is advised that parents keep them at home for 48 hours to ensure no adverse effect, and to give it time to take effect. The setting managers must check the insurance policy document to be clear about what conditions must be reported to the insurance provider.

#### **Consent for administering medication**

- Only a person with parental responsibility (PR), or a foster carer may give consent. A childminder, grandparent, parent/carer's partner who does not have PR, cannot give consent.
- When bringing in medicine, the parent informs their key person/back up key person, or room senior if the key person is not available. The setting manager should also be informed.
- When a parent hands over medication at drop off, a senior member of staff is responsible for filling in a medication form on Family, and requesting acknowledgement of this from the parent via Family. Alternatively, a paper medication form may be filled in and scanned onto the child's Family profile.
- Staff who receive the medication, check it is in date and prescribed specifically for the current condition. It must be in the original container (not decanted into a separate bottle). It must be labelled with the child's name and original pharmacist's label if prescribed.
- Medication dispensed by a hospital pharmacy will not have the child's details on the label but should have a dispensing label. Staff must check with parents/carers and record the circumstance of the events and hospital instructions as relayed to them by the parents/carers.
- Members of staff who receive the medication ask the parent/carer to sign a consent form stating the following information. No medication is given without these details:
  - full name of child and date of birth

- name of medication and strength
- who prescribed it (if applicable)
- dosage to be given
- how the medication should be stored and expiry date
- a note of any side effects that may be expected
- signature and printed name of parent/carer and date

This form is located in the first aid cupboard.

## Storage of medicines

All medicines are stored safely. Refrigerated medication is stored separately or clearly labelled in a marked box in the main kitchen fridge.

Medicines are stored in the first aid cabinet in the kitchen, in their own boxes or bags. This cabinet is locked at the end of each day, and is out of the reach of children.

- The key person is responsible for ensuring medicine is handed back at the end of the day to the parent/carer.
- For some conditions, medication for an individual child may be kept at the setting. 04.2a Healthcare plan form must be completed. Key persons check that it is in date and return any out-of-date medication to the parent/carer.
- Parents/carers do not access where medication is stored, to reduce the possibility of a mix-up with medication for another child, or staff not knowing there has been a change.

## Document

<b>Date adopted</b>	23 <sup>rd</sup> March 2026
<b>Date last reviewed</b>	23 <sup>rd</sup> March 2026
<b>Date to be reviewed</b>	22 <sup>nd</sup> March 2027
<b>Signed</b>	Nikki Greenough
<b>Name of signatory</b>	Nikki Greenough
<b>Role of signatory</b>	Childcare Manager

Version	Changes	Date Adopted	Name
1.00		23 <sup>rd</sup> March	Nikki Greenough