

Policies and Procedures: Medicine.

I am happy to give your child non prescribed medicines such as Calpol or teething gel as well as prescribed medicines such as antibiotics. I must have written permission for both, beforehand, to do so. This is done via a 'Signable' form. This will be regularly reviewed, but please let me know if there are any changes or additional information needed as soon as possible.

I will also require you to fill out a medicine form on the day which will have the time, date and dose your child was last given medication. If given before they arrive in my care this will also need to be signed and dated, so if you require me to give any medicines please arrive with enough time to fill out the form both before the start of the day and at the end of the day. If not I will be unable to give the medicine.

I will record the date, time and dose of medicine given to your child on the medicine form, I may also make a note on your daily sheet or diary, both of which will require a signature.

If your child should become ill whilst in my care and I feel they need a non prescribed medicine such as Calpol, even though you may have signed the form, I will contact you to get your permission over the phone and will make a note of the call and any prior information you have given me regarding any medicines already given before they came.

All medicines, both non-prescribed or prescribed must be in its original container/bottle with the manufacturers guidelines or doctors details visible to read, and must be in date.

I will ensure all medicines are administered and stored correctly. Medicine that doesn't need to be refrigerated will be stored on a high shelf in the cloakroom. Medicine that needs refrigerating will be stored in the fridge door.

If your child is self medicating such as using an inhaler or requires an EpiPen, please ensure you have a spare one available to keep at the Barn, and that I am aware of any acute conditions before your child starts in my care as I may need to attend some additional training.

Staff taking medicine (prescription or not) must notify me, or whoever is in charge that day, of what they are taking and for why. I will ensure it will not affect their ability to work and where necessary put a 'back to work' procedure/risk assessment in to place.

If you have any concerns or queries, please feel free to discuss them with me.

Written on: 30th July 2014

Last updated: 28th September 2018

Signed:

Date Reviewed	Signed

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