

Bexhill Youth and Community Association

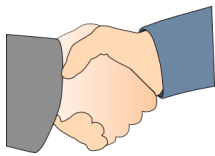
**Bexhill Youth and Community Centre
Stepping Stones Playgroup
The Base Afterschool and Holiday Childcare**



"bringing the community together"

Administering Medication

January 2016



Bexhill Youth and Community Association Administering Medication Policy and Procedures

"bringing the community together"

3.45. Providers must have and implement a policy, and procedures, for administering medicines. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up-to-date. Training must be provided for staff where the administration of medicine requires medical or technical knowledge. Medicines must not usually 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).

3.46. Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. Providers must keep a written record each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable.

Statutory framework for the early years foundation stage (March 2014)

Bexhill Youth and Community Association will ensure when administering medication

- Medication will only be given to children that have the correct forms filled in (administering medication form) and signed by parent/carer.
- Medication is properly labelled and stored safely whilst children are in our care.
- Another member of staff acts as a witness to ensure that the correct dose is given
- Parent/carer signs the medication record to acknowledge that the medication has been given.
- In the event more knowledge is required training will be sort for staff members.
- Where children carry their own medication i.e. asthma pumps, the Association recommends that staff hold onto the medication until it is required. This is to minimise possible loss of medication and to ensure that safety of other children. Inhalers should always be labelled with the child's name.