**Medical Procedures Policy**

At My Childcare and Me, we will ensure that effective procedures are implemented to meet the individual needs of a child when administering medicines.

## Medical Procedure

* We keep written records of all medicines administered to children in our care.
* We inform parents when a medicine has been administered, including the time and dosage.
* All medicines are stored in the fridge if necessary, and kept strictly in accordance with the product instructions and in the original container in which it was dispensed.
* Parental written permission is obtained for each and every medicine to be administered before any medication is given.
* If the administration requires technical/medical knowledge then a member of staff will attend training from a qualified health professional. The training should be specific to the child in question.
* We only administer prescription medicine to the child if it is prescribed by a doctor, dentist, nurse or pharmacist.
* Non-prescription medicine, such as pain and fever relief, will only be administered with parent’s previous written consent and only when there is a health reason to do so. If we feel a child needs some throughout the day, My Childcare and Me Management Team will contact the parent concerned and get permission verbally or via our software Famly.
* Medicines containing aspirin will never be administrated to a child under the age of 16 unless they have been prescribed by a doctor.
* If we have a child with long-term medical needs then we will ensure that we have sufficient information about the child’s medical condition and will work in partnership with parents to assist the administration of any prescribed medication.

If your child has self-held medication, please provide an additional supply for us to keep at My Childcare and Me nursery so there is reduced risk of them being without their medication.

It is vital that you inform us of any medication you may have given your child before they arrive into our care.