



# Mucky Kidz MEDICATION POLICY

Parents are to inform staff if their child/children are under any medication and must make us aware of the last time the medication was administered before leaving the setting. This information will be recorded on the child's medication form. Similarly, when the child is collected, the parent / carer will be given the precise details of the times and dose given and will be required to countersign the form.

Parents / carers must notify us with immediate effect if a child's circumstances change, Eg. A dose given at home, change of strength / dose given or medication extension.

For any children in our setting that is diabetic they will be appointed a set trained staff member to assist with their needs of medication

Mucky Kidz will only administer medication if the following is in place:

- The child's parent / carer has completed a medication form.
- The child's medication is in its original medicine packet clearly labelled and marked with their name, date of issue, expiry date & dosage.

Please note that the dosage on the written permission (medication form) is the only dosage that will be administered. We will not give additional dosages until a new medication form is completed.

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

Where medication is essential or may have side effects, a discussion with parent / carer will take place to establish the appropriate response.

Mucky Kidz will NOT administer Non-prescription medication.

We are not permitted to deliver the first dose of any medication on any given day.

Emergency medication, such as inhalers and EpiPens will be with in easy reach of staff in case of immediate need but will always remain out of children's reach and under supervision.

Any anti-biotics requiring refrigeration will be kept in the staff area where children are not permitted. Other medication for children will be kept in a closed box which is out of reach from children but easily accessible for staff.

All our first aid boxes will contain items permitted by the health and safety (first aid) regulation act 1981 and will be regularly checked by our health and safety officer.

## Staff medication

The Staff's first aid box will be stored in a readily safe place out of reach from children. All medication for staff is to be labelled with the relevant details on and stored within their personal locked locker.

