## Medication Policy and Procedure

### Purpose

The purpose of this policy is to ensure the safe and effective administration of medication to children in our care.

### Scope

This policy applies to all staff and children in our childminding setting.

### Policy

- We will only administer medication to children with written consent from parents/carers.

- We will ensure that medication is stored safely and securely.

- We will follow the instructions of parents/carers and healthcare professionals.

### Procedure

1. \*Medication Administration\*:

- Medication will only be administered by trained staff.

- Medication will be checked for expiry dates and dosage instructions.

- A record will be kept of all medication administered.

2. \*Parental Consent\*:

- Parents/carers will provide written consent for medication administration.

- Parents/carers will provide information about the medication, including dosage and frequency.

3. \*Storage and Safety\*:

- Medication will be stored in a locked cabinet or fridge, as required.

- Medication will be inaccessible to children.

4. \*Record Keeping\*:

- A record will be kept of all medication administered, including date, time, and dosage.

- Records will be kept confidential and stored securely.

### Responsibilities

- \*Childminder\*: Ensure that staff are trained to administer medication, and that medication is stored safely.

- \*Staff\*: Administer medication in accordance with this policy and procedure.

### Ofsted Requirements

- This policy meets the Ofsted requirements for safeguarding and welfare, including:

- Ensuring the safe administration of medication.

### EYFS Links

- This policy supports the EYFS area of Health and Self-Care, specifically in:

- 3.44: “Managing risks and keeping safe”.

### Doncaster Council Requirements

- This policy meets the Doncaster Council requirements for childminding settings, including:

- Ensuring the safe administration of medication.

### Review and Update

* This policy will be reviewed and updated regularly to ensure that it remains effective and compliant with relevant regulations.

By following this policy and procedure, we can ensure the safe and effective administration of medication to children in our care.