

**Administering and recording Calpol for Babies up to 1 year and older Policy**

At Happy Hens Childcare we work with parents/carers for the health and safety of all children in our care. We promote good health and healthy living.

Our policy is that we do not administer any antibiotics unless prescribed by a doctor, pharmacist or dentist and these must be clearly labelled on the box and bottle. A form must be completed before we can administer any medication of this sort.

We do however, understand that doctors are no longer prescribing Calpol for children.

We will only administer Calpol to a child if it has been provided by a parent, and the reason for the medication. It is the managers discretion if they will or will not administer this medication. A form must be completed before staff can administer Calpol.

Recording Calpol medication Procedure

All medication must be recorded, completed and signed and kept on file at Happy Hens Childcare.

\* Each record must be confidential, and the parent/carer must give written permission BEFORE the Calpol medication is administered.

\* Parents must give permission and authorise the procedure by verbal consent. Little Hens will always call the parent/carer before administering any Calpol to the child during the day. This will be recorded on the form and signed by the staff member who administers, a witness and by the parent/carer.

\* Only the manager or staff with paediatric first aid may administer Calpol medication.

\* Only Calpol medication provided by the parent/carer for their child will be administered for their child up to age of 1 year (12 months)

\* Calpol medication must be stored immediately and continuously in the designated container and locked in the cupboard out of the reach of children.

\* The manger and keyperson must be aware of the permission to administer Calpol to any baby in their care.

\*If Calpol is administered the procedure for administering medication must be followed.

\*The manager and key person are responsible for ensuring Calpol medicine is stored correctly and safely after use.

\* The manager and key person are responsible for ensuring parents sign the medication form when they collect the child.

\* All medication is returned to the parent/carer at the end of each day.

\* The manger and key person will monitor the child closely throughout to ensure that the child does not suffer any side effects.

\* If necessary first aid will be administered by a trained first aider.

\* If the child becomes ill or feverish staff must follow the procedure for illness.

\* The manger and key person will liaise with the parent/carer to keep up to date with the child’s health history

**Administering medication on trips/outings Procedure**

All staff must follow the procedure.

If children are going on outings and require Calpol medication to be administered during the outing/trip, staff must follow the Procedure. It will be the managers discretion if they feel the child is well enough to attend the outing/trip.

\* Staff accompanying the children must include the person authorised to administer medication

\* Staff accompanying= the children must include the key person for the child

\* details of the Calpol medicine to be administered will be recorded on the Calpol form.

\* A risk assessment will be completed to include the Calpol medicine.

\* Calpol medication is taken in a child proof sealed plastic box/bag with the Frist Aid kit, clearly labelled with the child’s name and the name of the medication. Inside the box is a copy of the consent form and a record of any Calpol administered.

\* On returning to Happy Hens the Calpol medication is stored in the usual safe place and forms ready for the parents/carers to sign.