



Boos Busy Bees

Medicine Policy

Version History	
Date	Comments
13/09/2016	Reviewed
17/10/2016	Rebrand

I am happy to give your child non-prescribed medication, such as cough mixture, Calpol or Nurofen etc, but only if you have signed a parental permission form for me to do so.

This permission form will need to be filled in every time that any medication is administered. I will need to know what the medication is, the dosage, the time the last dosage was administered, the reason that the medication is being given to the child and any side effects that could be expected from the medication. I will then need you to sign the form to confirm that the details given to me are correct and I will also need you to sign the form upon collection of your child to confirm that I have correctly informed you of when I have administered any medication.

In the event that I feel any medication may need to be administered during the day due to a change in your child's physical wellbeing e.g. they develop a temperature, I will contact you either by telephone or text message to check that I can administer this medication. This is to protect your child, you and myself. It is vital that you inform me of any medication you may have given your child before they arrive into my care. I need to know what medicine they have had, the dose and the time it was given. I will then fill in a medication form for you to sign confirming these details.

I will ensure that all medication given to me will be stored correctly and I will check that it is still within its expiry date.

If your child has a self-held medication please obtain an additional one for me to be kept at my home. Older children can easily forget to bring home an inhaler. What could be a simple puff of ventalin then turns into a major incident and a trip to the hospital. If your child has acute allergies and carries/needs an epipen, please discuss the matter with me. I may need additional training to administer these forms of medication.

If your child needs to take medication prescribed by a doctor, please discuss this with me. I will need you to sign an additional permission form. In some cases a child on antibiotics may be asked not to attend for 2-3 days in case they react to the medication and to prevent the spread of an infection to others.

All medicine given to me to administer must be in its original bottle/container and not decanted. It must be clearly labelled with the child's name and have the manufacturers guidelines on it and if a prescription medication the details from the Doctor/pharmacy.

I will record all medication administered on my medication form and request a parental signature at the end of each day.

If there are any changes to the medication that your child is allowed to receive e.g. they develop an allergy or have a new medication prescribed to them, it is important that you notify me immediately and I can amend my records accordingly.

If you have any concerns regarding medication please do not hesitate to discuss them with me.