



Giggles and More Ltd

8 Deer Park, Fairways Business Park, Livingston, EH54 8GA

Use, Storage and Administration of Medicine Policy

As our Illness policy states, we are willing to provide care for children with **minor** coughs and colds. We understand that you may wish to provide them with medication in order to relieve their discomfort.

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

Permission forms will be regularly reviewed to ensure that there are no changes, for example a child may no longer be able to take some medication or may need an additional form.

Even though you may have signed a form, we will still require contacting you by telephone to check that we can administer this medication. This is to protect your child, you and us.

It is vital that you inform us of any medication you may have given your child before the commencement of care. We will need to make a note of what medicine they have had, the dose and time given.

If your child has acute allergies and carries/needs an EpiPen, please discuss this with us. We may need to seek additional training to administer these forms of medication.

If your child needs to take medication prescribed by a doctor, please discuss this with us. We will need you to sign a prescribed medication consent form should you wish us to administer medication to your child and also to confirm that the first dosage has already been given prior with no evidence of allergic reaction or reason for concern.

All medicine given to us to administer must be in its original bottle/container and not decanted. It must have the manufacturers guidelines on it and if a prescription medication, the details from the Doctor/pharmacy.

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

We will record all medication administered in my logbook and in the child's contact diary. We will also request a parental signature at the end of each day.

If a child refuses to take medication, or spits out medication, this will also be documented, and a signature required. To avoid the risk of overdose, we will never re-administer medication.

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

Scotland's Health & Social Care Standards	Use, Storage and Administration of Medicine Policy
Responsive care and support	
1.24 - Any treatment or intervention that I experience is safe and effective.	
Wellbeing	
2.23 - If I need help with medication, I am able to have as much control as possible.	