



Medication Administration Policy

Walsall Childminding Hub

St Matthew's Close, Walsall, England, WS1 3DG, United Kingdom

Policy Review: Annually

Policy Statement

The safety and wellbeing of children is our priority. Medication will only be administered when necessary and in accordance with written parental consent.

Procedures

Medication must be supplied in its original container, clearly labelled with the child's name and dosage instructions. Staff will check expiry dates and ensure medication is stored securely. A medication record will be completed each time medication is administered, including the date, time, dosage and signature of the administering member of staff. Parents will be informed whenever medication has been given.

Emergency Medication

Where children require emergency medication such as inhalers or adrenaline auto-injectors, staff will ensure it is readily accessible and relevant healthcare plans are followed.

Storage

Medication requiring refrigeration will be stored safely and inaccessible to children.

Responsibilities

All staff, volunteers and visitors are expected to follow this policy. Concerns, incidents and breaches must be reported promptly and recorded appropriately. Training will be provided where necessary and policies will be reviewed annually to ensure continued compliance with legislation and best practice.

Review

This policy forms part of the operational framework of Walsall Childminding Hub and should be read alongside safeguarding, health and safety and behaviour management procedures.