

BEE ACTIVE

Medication Policy

Dear Parents and Guardians,

At Bee Active Childcare, the health and well-being of your child is our top priority. We understand that some children may require medication during their time in our care, and we want to assure you that we take this responsibility seriously. This Medication Policy outlines our procedures and guidelines for administering medication to your child while attending our daycare.

1. Medication Authorization:

- We can only administer medication that is prescribed by a licensed healthcare provider. Medications must be in their original packaging, labeled with the child's name, dosage instructions, and the prescribing physician's name.
- Parents/Guardians must complete a Medication Authorization Form for each medication, providing detailed instructions for administration, including dosage, frequency, and any special considerations.

2. Over-the-Counter Medications:

- Over-the-counter (OTC) medications, such as pain relievers or cough syrups, can only be administered with written consent from a parent/guardian.
- We will not administer OTC medication for the first time without parental consent, and we will always follow the recommended dosage guidelines.

3. Personal Calpol:

- If your child requires Calpol or a similar over-the-counter medication, we can only administer the child's personal supply of Calpol.
- The child's Calpol must be clearly labeled with their name to avoid any mix-up.
- We will only administer Calpol according to the dosage instructions provided by you, the parent/guardian, and with your written consent on the Medication Authorization Form.

4. Medication Storage:

- All medications will be stored in a locked and secure location, out of reach of children, and in accordance with safety regulations.
- Medications that require refrigeration will be stored separately and clearly labeled.

5. Medication Administration:

- Our staff members are trained in medication administration, and we will ensure that the right child receives the right medication in the correct dosage.
- We will always strive to administer medication at the specified times, and we will document each administration for your reference.

6. Allergies and Special Considerations:

- Please inform us of any allergies or special considerations your child has regarding medication or any potential adverse reactions.
- We will work closely with you to accommodate any specific needs or concerns.

7. Communication:

- We value open and transparent communication. If your child requires medication during their time at Bee Active Childcare please notify us in advance.
- If there are any changes to your child's medication or dosage, please inform us immediately.

8. Emergency Situations:

- In the event of a medical emergency requiring medication, we will make every effort to contact you or your emergency contact before administering any medication.

9. Medication Records:

- We will maintain detailed records of all medications administered, including the date, time, dosage, and any observations.
- You may request access to these records at any time.

We understand that entrusting your child's health to us is a significant responsibility, and we are committed to providing a safe and nurturing environment. If you have any questions or concerns regarding our Medication Policy, please do not hesitate to reach out to us.

Thank you for choosing Bee Active Childcare as your childcare provider. We look forward to working together to ensure the health and happiness of your child.

Warm regards,

The Bee Active Childcare team

Date of implementation: 14th September 2023