

# BEE ACTIVE

## Medication Policy

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At Bee Active Childcare, the health and well-being of the children in our care is our top priority. This Medication Policy outlines our procedures and guidelines for administering medication to a child while attending our setting.

### 1. Medication Authorisation:

- 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 Authorisation Form for each medication, providing detailed instructions for administration, including dosage, frequency, and any special considerations.
- If a child is starting a course of antibiotics then they will not be able to attend the setting until at least 48 hours after the first dose.

## **2. Over-the-Counter Medications:**

- Over-the-counter (OTC) medications, such as pain relievers or cough syrups, can only be administered with consent from a letter obtained from a doctor for sustained use.
- 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 a 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 the parent/guardian, and with their written consent on the Medication Authorisation Form. There must be a letter obtained by the doctor to explain why there is a sustained use of the calpol.

## **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 the parent's reference.

## **6. Allergies and Special Considerations:**

- Parents need to inform staff of any allergies or special considerations their child has regarding medication or any potential adverse reactions.
- We will work closely with parents to accommodate any specific needs or concerns.
- A Health Care/Allergy Plan will be written for parents to review on a regular basis.

## **7. Communication:**

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

## **8. Emergency Situations:**

- In the event of a medical emergency requiring medication, we will make every effort to contact the parent or the 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.
- Parents may request access to these records at any time.

Policy created: 9th September 2023

Review date: 13th September 2025