**Medication Administration Policy**

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Ofsted registered childminders work within 2 statutory frameworks –

* The Early Years Foundation Stage (EYFS, 2017)

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596629/EYFS_STATUTORY_FRAMEWORK_2017.pdf>.

* The Childcare Register (2016) – annex C of the ‘Early Years and Childcare Register handbook’ -

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/616082/EY_and_childcare_reg_handbook.pdf>.

There are 2 statutory policies and procedures required **in writing** by the Childcare Register –

* Safeguarding / Child Protection –

<https://www.childcare.co.uk/download/safeguarding-and-child-protection-policies-and-procedures.pdf>.

* Complaints –

<http://www.childmindinghelp.co.uk/freeresources/Free%20downloads/complaintsformsarah.html>.

**Further policies and procedures**

EYFS requirement 3.3 states:

*Childminders are not required to have written policies and procedures. However, they must be able to explain their policies and procedures to parents, carers, and others (for example Ofsted inspectors …) and ensure any assistants follow them*.

In addition to Safeguarding / Child Protection and Complaints (and a Complaints Record Log), there are a number of recommended ‘best practice’ Policies and / or Procedures such as:

* Accident, injury and first aid
* Behaviour
* Emergency procedures
* E-safety
* Fees
* Health and safety
* Healthy eating
* Medication administration
* Special educational needs and disabilities (SEND)
* Working in partnership with other settings and agencies
* Working in partnership with parents.

In addition to these ‘’best practice’ Policies and Procedures, there are further P & Ps which you might find it useful to write to share with parents about how you work, including –

* Admission
* Animals and Pets
* Arrival and Departure Policy
* Biting
* Bullying
* Confidentiality
* Illness and infection control
* Physical intervention
* Toilet training
* Visitor procedures

**Important information**

The attached document is a sample policy and / or procedure, provided by Childcare.co.uk to support your childminding practice. It is important that you read through the policy / procedure carefully and make sure it is suitable for your practice and ways of working. You should then adapt the wording to personalise it.

Every policy / procedure in your file and shared with parents and Ofsted must be relevant to you and your business. There is no point having a policy / procedure if you have not read it or you do not agree with the contents or if it is not useful or appropriate. You do NOT need to use every policy / procedure in the attached selection – they are provided by Childcare.co.uk for your use because they have been requested by colleagues – they might or might not be useful to you.

These policies / procedures are for use by childminders in **England** who are registered with **Ofsted**. If you are registered in Scotland or Wales your policies must reflect your National Standards.

If you need any further written Policies and Procedures, please ask – [www.childcare.co.uk/contact](http://www.childcare.co.uk/contact).

Thank you.

Written for and on behalf of: Childcare.co.uk.