



Killermont Early Years Centre

Administration and Management of Medication Policy



Rationale

The health, safety and wellbeing of our children is paramount. Each child has the right to have their individual health needs met by caring, responsible and trained staff.

Aim

The aim of Killermont Early Learning and Childcare Centre is to ensure that all medication is stored and administered correctly and safely. All staff will be familiar with the Administration of Medication policy, trained in appropriate procedures and adequate records will be kept for all medication given.

Training requirements

All staff will be trained on medication management including storage, administering and recording procedures, by the first aider at time of induction. All staff should be trained in administering an epi pen should a child/ staff member have an epi pen as part of allergy management. Staff should be trained by a specialist nurse for the administering of regular medication.

Legal Responsibility

It is up to the provider to establish who has legal responsibility to make decisions about the child's care. Enrolment is an ideal opportunity to do this. This is also a good time to gather any other relevant information about the child's health to inform any relevant personal plans or individual risk assessments. It is particularly helpful for specific health conditions such as asthma, allergies or epilepsy.

Authorisation to Administer

- Consent to administer each medication should be obtained in writing on receipt of the medicine.
- It should be for a mutually agreed time limit, the length of which may be dependent on the condition each medication is to treat. For example:

- Seven days when a course of antibiotics or treatment of an infection with eye drops is for seven days.
 - Until two weeks before a rescue medication's expiry date (like a salbutamol inhaler or adrenaline pen) to allow enough time to get a new supply.
 - An agreed time frame for a 'when required' medicine for an intermittent condition, such as teething.
- The authorisation should also cover the reason for giving the medicines, how much is to be given, when and under what conditions. Services should not request blanket permission to administer medicines if they deem a child to be unwell.
 - If a child receives medication in the EYC, parents must sign a medical record form at the end of each session.
 - Parents must be informed if the child spits out medicine after it is administered or if they refuse to take any. (Staff must not administer another dose)
 - Parents must administer the first dose of new medication to their child in the event of the child having an allergic reaction to the medication. Unless the medication is to treat an allergy.
 - Staff must check that medication is in date and has a pharmacy label on the bottle that clearly indicates that it has been prescribed to the child.
 - All medication should be supplied by the parents/carers to the service in its original packaging, including any patient information leaflet supplied with the medication.
 - Long term medication will be recorded on a healthcare plan. For example, epi pen, inhaler etc.

Storage of Medication

- Medication requiring long-term storage, where possible, should be in a 'zip bag' attached with the child's photograph, name and group clearly visible. DOB should be included.
- All Medication should then be stored appropriately, in a cupboard that is out of reach from children within the relevant playroom or in the fridge in the meeting room.
- Each individual child's medication should be stored separately and contain information about cleaning medical devices e.g. spoons, spacer devices etc.
- All medication that needs refrigerated must be sealed within the containers provided and stored in fridge in the meeting room. Ensure containers are clearly labelled with child's name and D.O.B.

- It may not be appropriate to keep emergency medicines such as epi pens, or inhalers in locked cupboard therefore consideration should be given to the storage of these when necessary.
- Medication should not be stored within the nursery unless necessary and should be returned to parents at the end of each day if only required for a short term basis.
- The centre will not hold paracetamol/Calpol and the medication will be returned to parents at the end of the day/session.

Record Keeping

- Room seniors will be responsible for ensuring that all stored medications are checked that they are still in date (every 3 months). A record will be kept in the medication record file.
- Parents and carers should be informed when medication is due to expire.
- Parents/carers will be contacted if their child becomes unwell during the day to allow them to make a doctor's appointment.
- All parents/carers should sign the medication form to confirm medication has been reviewed with them on a three monthly basis.
- Staff will be given appropriate training when required.
- Another member of staff will witness the medication and check the dose being administered and sign the medication form once administered.
- The medicine information leaflet should accompany the medication. Staff should always read the label.
- Prescribed paracetamol/Calpol can be administered by staff (as required) to control a temperature for 1 day as per the dosage instructions, thereafter unless the paracetamol/Calpol has been prescribed for a specific medical reason; staff will not administer for a second day and parents will be advised to seek medical advice. Parents must inform last dosage administered prior to arriving. Parents will be informed if any (as required) Calpol/paracetamol has been administered by call or text.
- If your child requires Calpol/paracetamol prior to the start of their session, please consider whether they are fit and well enough to attend the centre. Please inform a member of staff the reason as to why your child required this medication if you choose to bring them in.
- If medication is required to be stored in a fridge, the temperature should be checked and recorded each day using a maximum and minimum thermometer to

ensure the temperature is between 2o C - 8o C. All medication that has to be stored in the fridge will be kept in a plastic labelled container in a domestic fridge which is out of reach of children.

- Any medication required for children will be taken on trips and outings, labelled with the administering instructions.
- Staff will follow the accompanying medical equipment cleaning instructions (spacers, syringes). Cleaning will be recorded.
- Any medication no longer required or expired will be returned to the parent. Parents will sign to receipt the return of medication. In the event that a child has left the centre and the centre still holds medication for that child, the medication will be taken to the nearest pharmacy for disposal.

Administering Medication

- Parents/carers must state the time medicine was last administered by them at home.
- Staff will not administer medication if they do not know what it is, what it is used for or how to use it. It could be dangerous to give medication to treat a condition that the child does not have.
- Children's individual passports clearly indicate any medical requirements, additionally, a more concise overview is available. All staff (including relief or agency workers) use these documents to familiarise themselves which children require medication, where the medication is stored, and how to access it.
- All children have an individual escalation plan for medical conditions e.g. asthma or epilepsy, highlighting actions to consider if a child's health deteriorates, or the medication administered does not relieve the symptoms.
- In the event of the wrong dosage being given to a child, management should seek medical assistance, inform the parent and notify Care Inspectorate. Thereafter, an investigation should take place and actions to prevent should be implemented.
- If medication has to be administered on a 'when required' basis, all staff must know the symptoms it has been prescribed for – this will be recorded on the medication consent form completed by the parent per individual condition.
- Any additional care required after the administration of medication should be detailed in the child's passport and care plan.

Roles and responsibilities:

Senior staff

- To ensure staff follow the correct procedures.
- To ensure medicine boxes are kept tidy and that the senior has checked them once every three months with named first aider checking review.
- Ensure all staff are familiar with the contents of Health Guidance: The Management of Medication in day-care and childminding services (2024).
- Sufficient First Aiders are available within the centre.

All Staff

- Must be familiar with the Administration of Medication policy
- Must be aware of what medication is treating.
- To ensure parents sign the consent forms.
- To ensure management sign consent for staff administering medication.
- To check the medication is in date and has the child's name on it.
- To ensure that another member of staff witnesses any medication and dosage being administered.
- To ensure records are completed with details of medication administered, times and dosage and parents sign the record.

Resources

- The Management of Medication in Day care and Childminding Services (Dec 2024). Link below.

Policy Updated	April 2026
Review Date	April 2027
Reviewed By:	Patricia Ross Depute Head of Centre
Documents	Document Links
Quality improvement framework for the early learning and childcare sectors	Children are Supported to achieve – Nurture Care and Support
Health and Social Care Standards	1.19 1.24

https://www.careinspectorate.com/images/documents/1427/Management%20of%20medication%20in%20daycare%20of%20children%20and%20childminding%20services_Dec%202024.pdf

