

## MEDICATION POLICY AND PROCEDURES

### Rationale

The setting has a duty to protect the health, safety and welfare of all users and employees. In accordance with Angus Council Procedure every child will be treated individually, with their needs respected, to ensure a safe environment. Reference should be made to Angus Council's guidance on the administration of medication and the care of children with medical support needs during the school day, and the Care Inspectorate publication "Management of medication in day care of children and childminding services (2014)". [Care Inspectorate Hub - management of medication](#)

**This guidance will help providers and staff to take into account the relevant Health and Social Care Standards:**

- 1.4 If I require intimate personal care, this is carried out in a dignified way, with my privacy and personal preferences respected.
- 2.23 If I need help with medication, I am able to have as much control as possible.
- 3.18 I am supported and cared for sensitively by people who anticipate issues and are aware of and plan for any known vulnerability of frailty.
- 5.4 If I require intimate personal care, there is a suitable area for this, including a sink if needed.

**This guidance will help providers and staff to take into account the relevant Quality Indicators from How Good is our Early Learning and Childcare:** [https://education.gov.scot/nih/Documents/Frameworks\\_SelfEvaluation/FRWK1\\_NIHeditSelf-evaluationHGIELC/HGIOELC020316Revised.pdf](https://education.gov.scot/nih/Documents/Frameworks_SelfEvaluation/FRWK1_NIHeditSelf-evaluationHGIELC/HGIOELC020316Revised.pdf)

- 2.1 Safeguarding and child protection
- 3.1 Ensuring wellbeing, equality and inclusion

**This guidance will help providers and staff to take into account the relevant articles from the UN Convention on the Rights of the Child:** [A Summary of the UN Convention on the Rights of the Child](#)

Article 24 – health and health services

**This policy will be monitored by/through:** Record of medication form feedback from parents and staff, paperwork, complaints, Care Inspectorate report

|                                  |             |
|----------------------------------|-------------|
| This policy will be reviewed in: | 12 months   |
| Review Date:                     | August 2025 |

| Reviewed By:  |   | Management   |
|---|---|--|
| AIMS  | OUTCOMES  | IMPLEMENTATION   |
| <ul style="list-style-type: none"> <li>To ensure Angus Council's guidance on the administration of medication and the care of children with medical support needs during the school day and the Care Inspectorate publication "<u>Management of medication in day care of children and childminding services (2014)</u>" are used appropriately and effectively</li> <li>To ensure children's rights are upheld in accordance with the UNCRC</li> </ul> | <ul style="list-style-type: none"> <li>All our children are safe.</li> <li>All staff have a clear understanding of the guidance and their roles and responsibilities in relation to this.</li> <li>Parents are confident that the medical needs of their child are met.</li> <li>All staff know how to access professional support for specific needs and requirements</li> <li>Within and beyond our setting there is a shared understanding of wellbeing and children's rights</li> </ul> | <ul style="list-style-type: none"> <li>Staff will use processes and procedures in the Care Inspectorate - Management of medication in day care of children and childminding services guidance to ensure safe practice. These should be printed, displayed and be accessible near where medication is stored.</li> <li>Medications should be securely and safely stored out of reach of children in locked storage.</li> <li>Individual medication should be stored in a clear zip folder or sealable clear plastic box and clearly labelled with child's photograph, name, DOB, type of medication and expiry date.</li> <li>A copy of medication consent forms will be stored along with the medication.</li> <li>Staff should familiarise themselves with the advice in this guidance to ensure medication is reviewed effectively when required. <b>Care Inspectorate Management of Medication:</b> <a href="#">careinspectorate.medication guidance.pdf</a></li> <li>Staff access appropriate training for individual child's needs</li> <li>Staff follow guidance in Health and Social Care Standards 2017 (Standards – 1.4, 2.23, 3.18, 5.4) <a href="#">Health &amp; Social Care Standards</a></li> <li>How Good is Our Early Learning and Childcare Quality Indicators – 2.1 and 3.1</li> <li>Staff ensure the appropriate consent forms with parent/carer written authorisation for administering medication are completed in accordance with Angus Council Guidance, prior to any medication being administered. See Angus Council consent form below for guidance.</li> </ul> |

|  |  |  |
|--|--|--|
|  |  | <ul style="list-style-type: none"><li>• Staff access guidance related to specific medical conditions from relevant Health Professionals or Angus Council colleagues.</li><li>• All staff understand their responsibilities as duty bearers to respect, promote and realise children's rights</li></ul> |
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### **Medication Record Procedure**

The medicines record should include:

- Parent/carer has administered the first dose at home, and monitored for any adverse reactions
- Name of the medicine as stated on the dispensing/product label
- Strength of the medicine as appropriate, for example 500mg or 5mg/10ml
- Form of the medicine, for example capsule, tablet, liquid
- Quantity of medicine, for example quantity received, quantity given
- Dosage instructions, for example one tablet to be taken three times a day
- Date of record, for example date medicine received or given
- Time of administration
- Signature and name of the person making the record
- Reasons why a regular medicine is not given as prescribed, for example child refused the medicine, medicine was not available.

Angus Council guidance on the administration of medication and the care of children with medical support needs during the school day:



**Forfar Early Learning and Childcare Centre**



The nursery will not give your child medicine unless you complete and sign this form and management has agreed that staff can administer the medicine.

|                             |  |   |
|-----------------------------|--|---|
| <b>Pupil's full Name</b>    |  |   |
| <b>Address</b>              |  |   |
|                             |  |   |
|                             |  | <b>Postcode</b>   |
| <b>Date of Birth</b>        |  | <b>Male</b> <input type="checkbox"/> <b>Female</b> <input type="checkbox"/> |
| <b>Condition or illness</b> |  |   |
|                             |  |   |
|                             |  |   |
|                             |  |   |

|  |  |
|--|--|
| <b>Name / type of medication</b> - (as described on the container) |  |
|  |  |
| <b>For how long will your child take this medication?</b>          |  |
| <b>Date dispensed</b>  |  |
| <b>Dosage and method</b>   |  |
|  |  |
| <b>Full directions for use and timing(s)</b>                       |  |
|  |  |
| <b>Special precautions</b>   |  |
|  |  |
| <b>Possible side effects</b>                                       |  |
|  |  |
|  |  |
|  |  |

**CONTACT INFORMATION****Family Contact 1**

|                     |             |               |             |
|---------------------|-------------|---------------|-------------|
| <b>Name</b>         |             |               |             |
| <b>Phone Number</b> | <b>Home</b> | <b>Mobile</b> | <b>Work</b> |
|                     |             |               |             |
| <b>Relationship</b> |             |               |             |

**Family Contact 2**

|                     |             |               |             |
|---------------------|-------------|---------------|-------------|
| <b>Name</b>         |             |               |             |
| <b>Phone Number</b> | <b>Home</b> | <b>Mobile</b> | <b>Work</b> |
|                     |             |               |             |
| <b>Relationship</b> |             |               |             |

I understand that I must deliver the medicine personally to management and accept that the requested administration is a service which Forfar ELCC is not **obliged** to provide.

|                  |  |  |
|------------------|--|--|
| <b>Signature</b> |  |  |
| <b>Date</b>      |  |  |

**Forfar Early Learning and Childcare Centre****Medication Review**

|              |  |                           |  |
|--------------|--|---------------------------|--|
| Child's Name |  | Review Date               |  |
| Medication   |  | Expiry Date of Medication |  |

**Reason for review (please tick one)**

- Termly review (every 3 months)
- Medication date about to expire
- Dosage changed

**Outcome of meeting with Parent/Carer****What to review:**

- Medication is prescribed and the prescription label and original packaging is in place.
- Medication is in date. None should have passed expiry date.
- Dosage instructions on prescription labels match the dosage detailed on the forms.
- Details on internal packaging or inhalers match details on outer prescription labels.



**Medication still required?**

- Yes       no changes       with changes  
 No

NO - If medication is **no longer required**, ensure parent is given the medication to remove from nursery and form is marked as no longer required.

YES - If medication **is still required**, please complete the following checklist.

**If there are no changes do only point 1. If there are changes required, please complete 2, 3 and 4.**

- 1. New review date set and recorded in diary.
- 2. Old forms marked as updated and stored in back of medication folder.
- 3. New forms completed.
- 4. New medication provided, complete with original packaging, prescription label, information leaflets and any protocols.

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|  |  |
|--|--|
| Name of staff member reviewing medication      |  |
| Signature of staff member reviewing medication |  |
| Name of Parent/Carer                           |  |
| Signature of Parent/Carer                      |  |