**Cart Mill Family Centre**

**Management of Medication Policy**

**Rationale**

We understand that from time to time some children will have to take medication while they are in our centre. This may vary from short-term prescribed medication to longer term regular medication prescribed for medical conditions such as asthma. Parents are responsible for supplying information about medicines that their child needs to take in our Family Centre and for letting us know of any changes to the prescription or the support needed.

**Aim**

This policy has been informed by Scottish Government and Care Inspectorate publications as referenced. It exists to ensure that all Family Centre staff are using a consistent approach to management of medication, following this policy, and using procedures listed here.

**Practice**

Administration of medicine to children should always be done at the parent’s request for a specific illness or incident.

As a care service provide, we need to consider the following points:

* How we will obtain and record parent/carer consent.
* Treatment of minor ailments and cuts, bumps, bruises, burns or stings.
* Fever management – as a general rule, in children, a temperature of more than 37.5c is a fever <https://www.nhs.uk/conditions/fever-in-children/> and we will follow the guidance contained in NHS guidance and Care Inspectorate “Management of medication in daycare of children and childminding services”. We will contact parents to inform them if we are concerned about a child and seek medical advice.
* Medication management during trips and outings.
* Sun protection.
* Safe storage of medication.

Family Centre staff should not administer the first dose of any medication to a child. Parents/carers should always give the first dose of medication to a child to ensure that the child does not experience an adverse reaction. It is also important that the parent/carer informs Family Centre staff of the time of the last dosage given to the child.

* Where possible, staff will read and retain the information provided with the medication which is supplied by a dispensing doctor.
* Medicine should always be supplied in its original container and box and will be clearly labelled with the child’s name, picture and the date on which we received it.
* If medication is to be given on a ‘when required’ basis, it is important that Family Centre staff know the symptoms it has been prescribed for, and that these are recorded in the child’s care record. Staff should record the reasons for administering the medication, for example a high temperature, wheezing, runny eyes, sneezing etc.
* Staff will check the dispensed and expiry dates and hold this information electronically.
* Medication which is no longer needed or is out of date should be returned to the parent/carer to be disposed with in the correct manner.
* Each individual child’s medication should be kept separate and stored in an individual medication bag which is clearly labelled with the child’s name and date of birth as well as the child’s picture.

The parent or doctor should provide written details including:

• Name of medication

• Dose

• Method of administration

• Time and frequency of administration

• Other treatment

• Any side effects

In Cart Mill Family Centre, medication will be stored on a high shelf in the playroom which is out of reach of children in an area that is below 25c. If medication is to be stored in the fridge it will be stored in the medical fridge in the janitorial office.

It is good practice to review all consent at the start of a new term to check that medication is still required, is in date and that the dose has not changed.

\*Please note that there may be a need for separate management of medication records to be kept in the event of children with complex medical needs attending the centre.

**NHS**

<https://www.nhs.uk/conditions/fever-in-children/> (last accessed 22/07/22)

**Management of medication in daycare of children and childminding services**

<https://hub.careinspectorate.com/media/1549/management-of-medication-in-daycare-of-children-and-childminding.pdf> (last accessed 7/02/24)

Appendix A: Administration of Medicines - Parent Instructions

Appendix B: Record of Medication

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| --- | --- | --- | --- |
|  | | Administration of Medicines  Parent Instructions for Short/Long Term use | |
| Name: | |
| Medicine: | |
| Dosage: | |
| Time of day to be given: | |
| Symptoms: | |
| Responsive actions: | |
| Name and Address of family doctor:  Phone no: | |
| Parent/ carer name:  Relationship: | |

Signature of parent/carer: Date:

Medication returned:

Signature of parent/carer: Date:

Record of Medication Name:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Medication: | | | | | | | |
| Date | Time | Time of last  dosage at home & parents initials | | Dosage | Staff administering medicine | Witnessed by | Parents signature |
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