

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” [management of medicine guidance](#). We will contact parents to inform them if we are concerned about a child and seek medical advice.
- Medication management during trips and outings.
- Safe and appropriate storage of medication.

Family Centre staff should never administer the first dose of any prescription 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. **The first dose of any antibiotic medication is required to be taken for at least 24 hours before a child can return to nursery.**

It is also important that the parent/carer informs Family Centre staff of the date and time of the last dosage given to the child and this time is recorded on the administration of medicine form.

- 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.
- 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. Parents will be asked to sign returned medication out of centre. **We will not dispose of it.**
- 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 following information should always be provided in writing:

- Name of medication
- Dose
- Method of administration
- Type of medication i.e liquid/tablet etc
- Time and frequency of administration
- Date of dispensing
- Expiry date
- Other treatment
- Any side effects
- Parent/guardian signature

While staff are acting with parental agreement, where practical, it is recommended that a second member of staff is present during the supervision or administration of medication as a reassurance to both staff and the child/young person. This person will also be able to confirm that medication has been correctly administered. Pupil Support Assistants, Early Years Playworkers and Child Development Officers within the Education Department all have the administration of medicines as a defined task within their job description. These staff can be required to administer medicine, always provided that they have received relevant training.

A record must be maintained of ALL medication administered or supervised by staff on an individual pupil record sheet. To avoid the risk of over-dosage of medication, and to facilitate audit, it is essential that a pupil record sheet is filled in promptly after each administration.

Where a child refuses to take medicine, an assessment needs to be made as to the likely consequences of this. Based on this assessment, the parent should be contacted and advised of the refusal. In the unlikely event of a wrong dosage being administered, or of medicine being given to the wrong pupil, the same assessment of consequences should be carried out. In any event a parent must be advised and emergency services called. The Head Teacher or Depute Head of Centre should also make their Head of Service aware of the situation. All such information must be recorded in the child's records.

In the event of a wrong dosage being administered it is a requirement that the Care Inspectorate are also informed.

In Cart Mill Family Centre, emergency medication will be stored on a high shelf in the STEAM (middle) playroom which is out of reach of children and in an area that is below 25c. Medication is in red medication bags and can be identified by labels with have child photo, name and date of birth. These folders are taken with us during fire evacuations or trips out with the centre

If medication is to be stored in the fridge it will be stored in the medical fridge in the Sunshine Room. Non refrigerated creams are stored securely in black medication bags with child's name, photo and date of birth along with their administration of medicine form in first aid cupboard, also within the Sunshine Room

Consent for medication will be given on a termly basis **Medication of high importance should be checked every 28 days**. It is good practice to review all consent at the start of a new term to check that medication is still required. Parents will be asked to revisit their form each term to ensure medication is within date and prescriptions are still up to date.

*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.

Non-prescription medication

Non-prescribed medication e.g. paracetamol, should not be administered by us, as it may not be known if the child/young person has taken a previous dose or whether it will react with other prescribed medication being taken.

Where medication has been issued via the NHS Minor Ailments Service, from a pharmacy, this can be administered in line with the procedures for prescribed medication, subject to parent/carer approval. The medication must be provided along with the labelled packaging and instructions.

If the child/young person regularly suffers from acute pain e.g. migraine, the parent/carer may authorise, in writing, and supply appropriate painkillers in the original container, labelled with the child/young person's name, and instructions on when the medication should be taken. A member of staff should supervise the taking of medication and inform the parent/carer.

Cart Mill Family Centre will not maintain or distribute any generic medication. Any medication is only to be provided for the named individual.

A fever is a high temperature, in children a temperature of/over 38 is a fever. Medication solely for the purpose of a fever will not be given. It is recommended that your child stays at home if they have a high temperature until they are well again. For further information please see: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

If your child has been sent home with a high temperature, please wait at least 24 hours clear of a high temperature and until their symptoms have resolved before sending them back to nursery.

Please inform us if you have given your child any medication, including paracetamol etc. before you have brought them in to nursery. It is important we know in case they begin to feel unwell during their session.

Staff Training

At Cart Mill, the children are our priority so we ensure that all staff, where possible, are trained in either Emergency First Aid at Work, Paediatric First Aid or Emergency Outdoor First Aid. Administration of medication is discussed during in-service days where appropriate. Any specific training that is required for administering medication is offered to staff.

Article 19 of the UNCRC makes it clear that children and young people have the basic human right to dignity.

Policy written with support from parents and children whose comments include:

Parents view: The medication policy considers the views of families such as ourselves who have significant medical needs. Staff ensured the policy covers relevant points to ensure we feel secure and fully informed. Forms cover all aspects and allows us to see when medication has been administered and who has done it.

Voice of the child: I like having a room that respects my privacy. Medicine time is happy, everyone is nice and doesn't do it too quickly

FORM AM1 Appendix 1



**EAST RENFREWSHIRE COUNCIL: EDUCATION DEPARTMENT
REQUEST FOR THE ADMINISTERING OF MEDICINES
IN EDUCATIONAL ESTABLISHMENTS**

To the Head Teacher/DHoC:

I request that (Full name of Child)

Date of birth.....

be given the following medicine(s) while at Cart Mill :

Medical condition or illness

Name/type of Medicine
(as described on container)

Expiry date..... Duration of course.....

Dosage and method Time(s) to be given.....

Other Comments

Self-administration Yes/No (delete as appropriate)

The above medication has been prescribed by the family or hospital doctor (Health Professional note received as appropriate). It is clearly labelled indicating contents, dosage and child's name in FULL.

Name and telephone number of GP

I understand that I must deliver the medicine personally to the centre and accept that this is a service that the centre is not required to provide. I understand that I must notify the centre of any changes in writing.

Signed Print Name
(Parent/Carer)

Date

Daytime telephone number

Address

.....

To be completed by the Head Teacher/Depute Head of Centre or his/her delegated representative:

I agree to (name of child) being

given..... (name of medicine)

This agreement expires on (date)

Signed..... Date

Note to parents:

1. Medication will not be accepted by Cart Mill Family Centre unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Head Teacher or delegate.
2. Medicines must be in the original container as dispensed by the Pharmacy.
3. The agreement will be reviewed on a termly basis.
4. The Head Teacher reserves the right to withdraw this service

For long term medication which has to continue:

To be completed by the Head Teacher/Depute Head of Centre or his/her delegated representative:

I agree to (name of child) being

given..... (name of medicine)

This agreement expires on (date)

Signed..... Date

To be completed by the Head Teacher/Depute Head of Centre or his/her delegated representative:

I agree to (name of child) being

given..... (name of medicine)

This agreement expires on (date)

Signed..... Date

To be completed by the Head Teacher/Depute Head of Centre or his/her delegated representative:

Cart Mill Family Centre Updated 23/09/2026

I agree to (name of child) being

given..... (name of medicine)

This agreement expires on (date)

Signed..... Date

FORM AM2 Appendix 2

EAST RENFREWSHIRE COUNCIL: EDUCATION DEPARTMENT

Individual Record of Medication Administered

Please attach to FORM AM1



Child / Young Persons Record of Administered Medication – 1 record per item of Medication

Name of Child	Date of Birth	Name of Medication	GP Name and emergency contact number

[illegible]

Parents / Carers should take note of the doses and timings and sign the last column each day when collecting their child to avoid any risk of accidental overdose.

Medication returned to parent:..... **Date:**.....