



Fife Council Education Service
Halbeath Nursery
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Dunfermline
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Headteacher: Mr Scott Mitchell

Depute Head of Centre: Miss Claire Ewing

**Management of Medication
Policy & Procedures
Parent/Carer Information**

"Many children will at some time need to take medication while attending day care or childminding services. For many, this will be short-term, perhaps finishing a course of prescribed or non-prescribed medication. Other children may have medial conditions such as asthma that require regular medication which they might need to take while they are at the care service. Some children have conditions which require emergency treatment, for example, severe allergic conditions or fits (seizures)."

Care Inspectorate 2025

Halbeath Nursery will administer medication to your child if they need this during their nursery session.

Parents/Carers Responsibilities
❖ Administer the first dose of a new medicine to a child, except for emergency medication. ❖ Inform staff if the child has had medication before attending nursery and complete the 'Medication @ Home' slip. ❖ Provide medication in its original packaging along with the information leaflet supplied when medicine is dispensed by a dispensing doctor or, at a pharmacy or bought over the counter and clearly labelled with the child's name. ❖ Provide medicine spoons or oral syringes for administration. ❖ Complete administration of medication forms, providing clear details of what the medication is, what it is for and when to be administered by EYOs. ❖ EYOs cannot alter the format of medication as this can change how it is absorbed, EYOs will only administrate following guidance from the prescriber. ❖ You will be asked to review any long-term medication every term. ❖ It is your responsibility to inform your child's keyworker if any changes to administration of medication.

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Updated: August 2026 - C. Ewing