

**Largs Early Years Centre
Administration of Medicines Policy**



Rationale

This policy has been developed to ensure that all staff and parents are aware of the procedures for the administration of prescribed medicines. The management of medication in day care of children (care inspectorate) should be used and checked regularly to ensure our policy reflects the guidance.

Aims and Objectives

- To ensure all staff are aware of any medical conditions any of the children and staff have and who may require medical treatment whilst at the centre. E.g. inhalers
- To ensure there is an effective procedure that is followed for any child and staff requiring any medicines to be administered whilst attending the centre.

Responsibilities

- Staff should make parents aware of the policy at the pre admission visit, ensuring that written consent and relevant forms are completed if required.
- Should an action plan be required for ongoing medicine (e.g. an Inhaler) then the Keyworker will inform the Depute Head who will create a plan in conjunction with the parent.
- Staff or management should ensure parents confirm and have signed to say that they have administered the first dose of medicine to their child.
- Staff should follow the emergency action plans in the event of a child displaying specific signs/symptoms. The Head of Centre should be made aware of medication given.
- All medication should be in the original pharmacy container with child's name, date of dispensing, name of medication, dosage and frequency and the expiry date.
- If a child requires medication then the dosage given should be recorded and signed by the member of staff who administers the medication and then countersigned by another member of staff and the symptoms child was showing, on document 11.3.
- The parent should be made aware of action taken and sign the medication form on collection that day.
- Each child will have their own medicine box with their name and picture on it. This box will also contain the consent form and medication.
- All medication is stored within the individual playrooms in a secure area.
- Depute Head will share with all staff any medical action plans and still will sign to say they have read and understand this
- Medical action plans/processes incorporated into yearly audit
- Depute Head will review medical action plan every 3 months
- Medical forms 11.2 will be complete, detailing name, dosage, medical condition, symptoms of illness as well as symptoms of side effect of the medication and any emergency action that

Created February 2018

Reviewed -Sept 2024

Review Annually

would be required. 11.1 will be issued to parents detailing the admin of medicine process and information.

Record keeping

- The medical forms will be kept up to date regarding any changes to medication.
- The Depute Head will ensure that the parents will be asked to sign every 3 month to confirm the medication is still required.
- The emergency action plans and medication forms will be kept within the playroom for the attention of all staff.
- A list of medication stored within the building will be kept in the office to ensure that the SMT staff are aware of the expiry date.