



Saint Brendan's Nursery Class

Management of Medication Policy



“Children receive the right support to promote their health, wellbeing and safety.”

“Children’s health needs are met through safe and effective procedures for the management of medication.”

(Care Inspectorate Guidance: Management of Medication in Daycare of Children and Childminding Services)

Rational

We are committed to promoting the health, welfare, and safety of all children in our care. We recognise that some children may require medication during their attendance and will ensure that all medicines are managed safely, effectively, and in accordance with current Care Inspectorate guidance. This policy is based on the guidance contained within [Management-of-medication-in-daycare-of-children-and-childminding-services_July25](#). [\[Management...ces_July25 | PDF\]](#)

Aims

The purpose of this policy is to ensure that:

- Children receive required medication safely and appropriately.
- Parents/carers and staff understand their responsibilities.
- Accurate records are maintained.
- Medication incidents are managed effectively.
- Children’s health needs are supported while attending the service.

This policy applies to:

- All children attending the service.
- All employees, relief staff, students, and volunteers involved in the care of children.
- Prescribed medications and non-prescribed (over-the-counter) medications supplied by parents/carers. [\[Management...ces_July25 | PDF\]](#)

Roles and Responsibilities

Senior Leadership Team will:

- Ensure appropriate medication procedures are in place.
- Ensure staff are trained and competent to administer medication.
- Maintain secure storage systems.

- Monitor medication records and incidents.
- Ensure policies are reviewed regularly

Staff responsible for administering medication will:

- Follow this policy and any associated procedures.
- Only administer medication when authorised.
- Ensure accurate record keeping.
- Report medication errors immediately.
- Seek advice if unsure about any medication. [\[Management...ces_July25 | PDF\]](#)

Parents/Carers will:

- Supply medicines in their original packaging.
- Provide written consent and administration instructions.
- Inform staff of any changes to medication.
- Collect expired or no longer required medication.
- Ensure at least one dose of a new medication has been given before asking staff to administer it, unless it is emergency medication. [\[Management...ces_July25 | PDF\]](#)

Provision of Medication

- Medication must be supplied by the parent/carer in its original purchased or dispensed packaging with the patient information leaflet where available.
- Both prescribed and non-prescribed medications may be administered when appropriate consent has been obtained.
- The service will not routinely purchase or maintain communal stocks of medication for children. [\[Management...ces_July25 | PDF\]](#)

Consent and Authorisation

Before medication can be administered:

Written or electronic consent must be completed by a person with legal parental responsibility.

Consent must state:

- Child's name.
- Name of medication.
- Reason for medication.
- Dosage.
- Method of administration.
- Frequency and timing.
- Any specific instructions

Consent will be reviewed:

- Every three months.
- At the start of a new term.
- Whenever medication changes. [\[Management...ces_July25 | PDF\]](#)

Blanket permissions allowing staff to decide when to administer medication will not be accepted

Administration of Medication

Staff will:

- Verify the correct child, medication, dose, and timing before administration.
- Read medication instructions carefully.
- Never administer medication if they are unsure about its purpose or use.
- Follow any healthcare plans or risk assessments relating to the child's condition.
- Ensure all staff know where emergency medication is stored and how to access it

First Doses

- The service will not normally administer the first dose of a newly prescribed medication. Parents/carers should administer the first dose themselves unless it is emergency medication where immediate access is essential.

Emergency Medication

Emergency medications such as:

- Salbutamol inhalers
- Adrenaline auto-injectors (EpiPens)
- Rescue medication for seizures

must be:

- Readily accessible to authorised staff.
- Stored securely.
- Accompanied by a clear healthcare plan or risk assessment. [\[Management...ces_July25 | PDF\]](#)

In emergencies, staff will follow the child's healthcare plan and seek emergency medical assistance when required

Storage of Medication

All medication will:

- Be clearly labelled with the child's name.
- Be stored securely and out of children's reach.

- Be kept in original containers.
- Be separated from other children's medication to prevent mix-ups.

Refrigerated Medication

Medicines requiring refrigeration will:

- Be stored between 2°C and 8°C.
- Have temperatures monitored and recorded daily.
- Be stored in a designated container inaccessible to children

Controlled Drugs

Controlled medicines will be stored in a locked receptacle accessible only by authorised personnel

Medication on Outings

When children attend outings:

- Required medication must accompany the child.
- Relevant health and emergency information must be available.
- A risk assessment will identify storage and administration arrangements.
- Medication leaving and returning to the service will be recorded

Record Keeping

The service will maintain accurate medication records including:

- Name of medication.
- Strength and form.
- Quantity received.
- Dosage instructions.
- Date and time administered.
- Person administering medication.
- Person receiving returned medication.
- Any refusal, omission, or medication error. [\[Management...ces_July25 | PDF\]](#)

Records may be kept electronically or in paper format and will be stored securely.

Communication with Parents/ Carers

Staff will:

- Record any medication administered before the child arrives when shared by parents/carers.
- Inform the collecting adult of all medication administered during the day.
- Record who information was shared with and obtain a signature where applicable

Medication Errors and Incidents

If:

- The wrong medication is given.
- Too much or too little medication is given.
- A child refuses medication.
- Medication is accidentally lost or damaged.

The service will:

1. Seek immediate medical advice from a pharmacist, GP, NHS 24, or emergency services as appropriate.
2. Inform the parent/carer.
3. Record the incident.
4. Notify the Care Inspectorate when required.
5. Review procedures to prevent recurrence.

Children's Healthcare Plans

Children with long-term or complex health conditions will have:

- A personal plan.
- An individual risk assessment where appropriate.
- Clear instructions regarding medication and emergency procedures.

Plans will be reviewed regularly and updated whenever health needs change.

Staff Training

All staff involved in medication administration will receive training appropriate to their role and competency. Additional specialist training will be arranged where required for complex health needs or emergency medications.

Reviewed: September 2025

Reviewed: September 2026

Review by: September 2027