

Dundonald Early Years Centre



Administration of Medication Policy

Administration of Medicines

Policy and Procedures Statement - Dundonald Early Years Centre

This policy statement should be read in conjunction with the Care Inspectorate Health Guidance – *The Management of Medication in Daycare and Childminding Services* – December 2024.

Parents or carers have the prime responsibility for their child's health and should provide the EYC with information about their child's medical condition.

Parents should contact the EYC and discuss the medical needs of their child. A meeting will then be arranged with our Senior EYP, who is also our designated First Aider. If the child requires medication, parents will work alongside staff to complete the **Administration of Medication Consent Form**. This provides written details of the condition and includes the following:

- Full name / type of medication (as described on container)
- Dispensed date
- Expiry date
- Side effects
- How long the child should take the medication for
- Dosage and Method
- Full directions of when to be used.
- What to do if a child refuse to take the medication
- Procedures to follow in an emergency

This information will be recorded on the **Dundonald Years Centre Administration of Medication Consent form**. Normally staff would be given new and unopened medication although in some cases this is not possible if only one bottle has been given for home and EYC use.

Please see first aid notices in the EYC for designated EYC first aiders and school first aiders. If an EYC first aider was absent, one of the other designated First Aiders would assume responsibility as directed by Senior Management.

Details of medication given to children must be recorded on the **Administration of Medicine Record – Short Term** or **Administration of Medicine Record – Long Term** sheets. These are stored in the Medical Folder in the correct child's section. These must be signed by 2 staff members – the member of staff administering the medication, and a witness.

Medicine is stored in individual named containers, which are labelled with the child's full name, DOB, condition and medication. These are located in the EYC cupboard with a copy of the child's **Administration of Medication Consent Form** and **Healthcare Plan** (where required). Medicine that needs to go in the fridge will be stored in the EYC fridge in the staff-base which cannot be accessed by children. All medicine must be labelled with the child's name.

Staff Procedures

- Any child who requires to receive medication whilst in the EYC must have an **Administration of Medication Consent Form** which is completed by the child's parent/carer, alongside the SEYP and key worker.
- When a child is given medication, this must be recorded on the **Administration of Medicine Record – Short Term** or **Administration of Medicine Record – Long Term** records. These are stored in the Medical Folder in the correct child's section. Each time medication is given, the sheet must be signed by 2 staff members – the member of staff administering the medication, and a witness.
- Any children with conditions such as asthma or allergies, must have a Healthcare Plan.

- The Senior EYP will review the **Administration of Medicine Record** sheets every 28-days on the first Monday of each month.
- The Senior EYP will audit the medication every 28-days on the first Monday of each month, and this will be recorded on the **Audit of Medication** record.
- The Senior EYP will communicate with parent/carers every 28 days on the first Monday of each month to complete the **Medication 28-Day Review**.
- It is the responsibility of the Senior EYP to ensure the **Record of Kept Medication is accurate and up to date**.

General Principles that apply to all medication whether bought over the counter (non-prescribed) or prescribed (by a GP, dentist, pharmacist etc).

- EYC staff will not give the first dose of a new medicine to the child.
- Parents should have already given at least one dose to ensure the child does not have an adverse reaction to the medication e.g. allergic to an antibiotic.
- The information leaflet should accompany the medication. Staff should always read the information leaflet.
- Do not administer medication if you do not know what it is or what it is for. If medication has to be given on a “when required” basis, it is important the provider has recorded the judgement made as to why the medication has been given e.g. child has high temperature, is wheezing, eyes running or itchy, sneezing etc. These judgements are recorded in the **Administration of Medicine Record**.
- Check dosage with the parent and against the label.
- All medication should be clearly labelled or marked with the identity of the child.
- Check expiry dates and dispensed date. Is this medication for the current condition? If a medicine has not been dispensed recently is it still appropriate for use e.g. liquid antibiotics usually only have a 7 to 10-day shelf-life, eye drops should be discarded 28 days after opening etc. Something prescribed for a condition 6 months ago might not be appropriate now.
- All medication should be in the original container.
- Time or course expired medication should always be returned to the parents.
- Permission from parents should be time limited e.g. 28 days and then reviewed. EYC staff review this with parents on a monthly basis.
- A member of staff will witness medication being given and countersign the administration of medication form.
- If too much medication has been given the EYC staff should read the information booklet for advice and act on the advice given.

They should also telephone the child's parent and inform them what has happened. This incident should be reported to S.M.T.

- If the child spits out the medication please refer to the information leaflet, do not overdose the child by giving another dose. Phone the child's parents to inform them and inform S.M.T.
- If the child refuses to take the medication please phone their parents. If the medication is given on a regular basis and this is becoming a habit please arrange a meeting with parents to work on a possible solution.
- If the medication has been given to the wrong child the child's parents should be contacted immediately and this incident reported to S.M.T. In this case the medication information leaflet should be read for side-effects and take action based on the information given in the leaflet.
- Staff may require to have training appropriate to the administration of specific medication e.g. the use of EpiPens, how to use inhalers, injecting insulin via a pen, rectal diazepam. D.H.T. would arrange this training.
- Staff receive annual training on diabetes and anaphylaxis.
- Infection control issues in terms of applying creams, eye drops etc. need to be considered - see Infection Control Guidelines.
- If children self-medicate staff should be aware of this and supervise if necessary. Consideration should be given to the safety of other children e.g. children who self-medicate and carry their own medication.
- Staff conduct a daily audit of medication i.e. records of medication brought in from home, medication administered and medication sent home. This is recorded.
- Parents are phoned to inform them if inhalers are administered in nursery.

Emergency Medication: Emergency medication, such as epi-pens and inhalers, are stored in individual red first aid bags which are clearly labelled with the child's details, photograph and medical action plan. These are stored in the first aid cupboard in the Early Years Centre and this is known by all staff.

At lunchtime, EYC staff take the emergency medication bags with them to the lunch hall.

Emergency Evacuation: In the event of an emergency evacuation of Dundonald PS and EYC building, the Senior EYP will take all emergency medication to the muster point with the children.

Non-prescribed medication

This part of the guidance refers to non-prescribed medication e.g. bought over the counter in a pharmacy, supermarket etc. This could include, for example, any of the following:

- Paracetamol
- Teething Powders
- Teething gels
- Homeopathic medications
- Cough and cold medication
- Ibuprofen
- Eye drops
- Antihistamines (for hay fever, allergies)
- Creams

EYC staff should only ask parents to supply and give consent for staff to administer over the counter medicines when there is a genuine need for the child to have them. We do not have a policy that advocates all children being “signed up” to have Paracetamol etc. “just in case”.

If parents wish their child to receive non-prescribed medication they must provide the EYC with written permission by filling out the **Administration of Medication Consent Form** which includes the details of what is to be administered, the reason for the medication, instructions on how/when and how much to administer. Parents should also provide written information about when it was administered, how much was administered and by whom and a record of parents being informed when last dosage was given. This is recorded on the **Administration of Medicine Record – Short Term**

General guidance for non-prescribed medicines

If staff have concerns over the instructions given by the parent's e.g.

- parents ask to give 2 x 5mls but the leaflet suggests maximum of 1 x 5ml dose at any time or:
- leaflet suggests it is not suitable for the reason the parent wants to give it.

this should be queried by the staff with the parents, or checked with a pharmacist or NHS 24.

If appropriate, the child should be offered a drink with the medication.

Prescribed medication

If parents wish their child to receive prescribed medication they must provide the EYC with written permission by filling out the **Administration of Medication Consent Form** which includes the details of what is to be administered, the reason for the medication, instructions on how/when and how much to administer. Parents should also provide written information about when it was administered, how much was administered and by whom and a record of parents being informed when last dosage was given.

General guidance for prescribed medicines

If staff have concerns over the instructions given by the parent's e.g.

- parents ask to give 2 puffs at a time, but the dispensing label states ONE puff THREE times daily

this should be queried by the staff with the parents, or checked with the GP, a pharmacist or NHS 24.

The child should be offered a drink with the medication if it is appropriate.

If children self-medicate staff should be aware of this and supervise if necessary. Consideration should be given to the safety of other children e.g. children who self-medicate and carry their own medication.

Storage of Medication

Medication is stored in the medical cupboard in the EYC which is out of reach of children in an area that is below 25 degrees.

Each individual child's medication is separated and stored in an individual container which is labelled with the child's name, DOB, condition and name of medication.

EYC staff must ensure parents hand over all the medication.

If the medication requires storage in a fridge, the medication should be stored in a plastic type box with a lid. Medication will be stored in the fridge in the EYC staff cupboard which children cannot access.

All spoons, syringes, spacers for inhalers etc are labelled and cleaned appropriately. Medication should be reviewed and returned if necessary after 28 days.

Health Care Plans and Medical Protocols

The child's own health visitor has responsibility for devising care plans for pupils who require additional support from their parent/carer or the First Aider in the school for the administration of medicine long term. The individual health care plan is developed in collaboration with:

- the parent or carer
- the child's GP
- the school doctor/health visitor/nurse

- school staff who have agreed to administer medication or to be trained in emergency procedures
- and any other supporting agencies for the benefit of the child.

General Conditions

Parents should contact the EYC and discuss the medical needs of their child. A meeting will then be set up with the Senior EYP, who is also our designated First Aider. If the child requires medication, parents will work alongside staff to complete the **Administration of Medication Consent Form**. This provides written details of the condition and includes the following:

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Procedures when a child becomes unwell:

- EYC staff should seek advice from the first aider in the EYC, Miss Kirsten Macpherson. If not available, Mrs Julia Kerr (school first aider) should be contacted.
- If the decision is made for the child to go home, EYC staff would ask a member of the office staff to phone home using the contact numbers provided.
- Parents/carers should report to the school office before taking the child home.

Disposal of Medication

Dundonald Primary and EYC staff should not dispose of medication. Date expired medication or those no longer required for treatment should be directly returned to the parent to return to a pharmacy for safe disposal. Where this isn't possible schools or centres should organise to send the medication to a community pharmacy.

Useful Links/Further Reading

Care Inspectorate – Management of medication in daycare of children and childminding services 2024

[Children's services medication guidance Dec 24.pdf](#)

St Andrews Ambulance Association can provide guidance relating to content of First Aid boxes, training courses etc.

[First Aid Training Courses | St John Ambulance](#)

NHS 24 is a 24-hour telephone health advice and information service (08454 24 24 24)

[Home | NHS 24](#)

