



Medication Policy

Aim

It is our aim to safeguard and maintain the well-being of all children within the ELC as well as the practitioners who look after them. Stow Early Learning and Child Care (ELC) works in partnership with parents. Information sharing in this area is vital so that employees respect and are aware of cultural, ethical or religious reasons which may relate directly to the administration of medicine.

Stow ELC places the child's well-being at the very core of the ethos of the setting. Employees receive first aid training, but it is not a compulsory part of their job to administer medicine, and we respect the agreement and decision made by each individual employee. In situations where medication requires to be administered this will be done by a qualified employee and witnessed by another. Stow ELC will not administer any type of medication if your child has not had it before. Therefore parents/carers must administer the first 24 hours dose of any type of medication.

Method

Prescribed Medication

ELC will only administer prescribed or non-prescribed medication when it is essential to do so, that is where it would be detrimental to a child's health if the medicine were not administered.

ELC will not accept medicines unless they are in their original containers as originally dispensed/purchased including the information leaflet. All medicines must be clearly labelled with the child's name and dosage details.

According to Scottish Borders Council's policy on the 'Administration of Medication and Health Care Procedures,' non-prescribed medication may be administered in the setting only when necessary, such as to manage pain. However, it will not be given to reduce a child's temperature to allow them to attend the setting. If a child has a temperature and is not well enough to attend, they should remain at home.

Administration of Medicine

Reviewed: March 2025

If your child needs medication whilst in ELC you will need to complete:

- **A Medical Care Plan**

This is catered to suit our ELC setting, providing information from the parent regarding medicine, dose, why it is required, triggers, symptoms, procedure to administer medicine, any changes, expiry of medicine and the hand back of medicines to parents. This is to be completed by parent with ELC staff assistance and filed in individual child's medical file.

Employees must ensure that the following details are correct on each occasion of administering any medication.

- The name of the child is clearly marked on the container and is correct.
- The dosage to be administered is clearly marked (ELC will only follow instructions on medication rather than those of the parent.)
- The expiry date is within date (medication has not expired.)
- The medication is in the original container as dispensed/purchased with appropriate details displayed clearly and information leaflet included.

The correct dosage will then be measured and checked and witnessed with a colleague before being administered.

All short term medication must be returned to the parent at the end of the child's session.

Emergency Medication

Child with a temperature - whilst it is acknowledged that paracetamol suspension is very effective at reducing children's temperature it is, however, also very good at masking symptoms when there may be something more seriously wrong with a child.

ELC staff will call you or our child's emergency contact before then using methods to try and reduce a child's temperature, such as removing layers of clothing, fanning and tepid cooling with a wet cloth. The child will be closely monitored until they are collected.

Self-Administration of Medication

Where a child has been deemed capable of administering medication by the parents, i.e. Inhalers, employees must be aware of the circumstances in which self-administration is permissible. In all cases a Health Care Plan must be drawn up.

Employees should supervise the children in the process of self-administration of medication.

A record should be kept of time, frequency and dose of self-administrative medicine and recorded on the medicine form.

Any adverse reactions should be recorded as above and if necessary G.P. and parents should be informed immediately

Skin Condition Cream

Stow ELC will accept and apply skin condition creams supplied by parents. However, parents must complete an administration of medication form in all instances when an external cream is supplied. Written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name. The skin condition cream supplied must be a recognised cream that can be purchased at a chemist and the relevant details regarding its use and condition must be clearly visible and where possible the original packaging and instructions must be supplied. Parents will be asked to write out a label stating the child's name, date of birth, date medication is being presented and their signature which will then be attached to the container. The EYO or person in charge is responsible for ensuring all employees responsible for the child's care are aware of the details.

Storage of medication

All medication will be stored as per the manufacturer's direction in a sealed box with the child's name label attached. In cases where refrigeration is required the medication will be stored in the nominated fridge in the sealed container. The child's details will be clearly marked on the container.

Any long term medication such as, Piriton, Inhalers or Epi pens shall also have the child's photograph attached, inside the ELC medical bag.

Individual Health Care Plans (IHCP) (long term medical condition such as diabetes, epilepsy or anaphylaxis)

If the child has a health care plan in place, it will still be necessary for the parent to complete an SBC Med1 form medicine administration form for each new prescription; Where a child is prescribed medication for a medical need such as eczema or asthma the Early Years Officer or person in charge will develop a Health Care Plan with the parent. The Early Years Officer or person in charge will agree with the parent how to recognise when the condition is getting worse and when to administer medication.

Where the child has a long term medical condition such as diabetes, epilepsy or anaphylaxis a Health Care Plan must be put in place with the parent, Early Years Officer and relevant Health Care professional. Advice from the relevant Health Care professional will be sought to determine whether the administration of the medication requires training. In all cases the parent will be required to help arrange suitable training if it is required.

Health Care Plans must be developed prior to the child starting at the Stow ELC. If the condition develops when the child already attends the Nursery then a Health Care Plan must be developed immediately (within 2 working days) with the input from the parents and appropriate Health Care Professionals. This is to ensure that ELC remains a safe place for the child and ensures that ELC practitioners can meet the needs of the child appropriately and provide the level of support that is required.

Employee consent

Employees will sign to say they are willing to administer medicine. In the cases where an employee becomes qualified the manager will ensure they receive training on this policy and are happy to be authorised to administer medication.

The management of medication policy must be adhered to by parents and employees for the health and well-being of all children in the administration of medicine.