



Blackwood Primary School & ELC - Management of Medication



Updated: August 2025

Review: August 2026

Management of Medication

Self-Evaluation:

HGIOELC 2.1 Safeguarding and Child Protection

HGIOELC 3.1 Ensuring Wellbeing, Equality and Inclusion

CfE Outcome

I understand there are things I should not touch or eat and how to keep myself safe, and I am learning what is meant by medicines and harmful substances.

HWB 0-38a i

Health & Social Care Standards

1, 3 and 4

Our Vision ...

At Blackwood Primary School and ELC we strive to establish a caring, nurturing and stimulating environment which encourages creativity and curiosity and recognises each child as an individual, enabling them to attain and achieve.

UNCRC Article 24
Article 33

Our Values ...

Friendship, Respect, Equality, Determination

Aim ...

At Blackwood Primary and ELC we aim to provide a learning environment where the children are safe, healthy, achieving, nurtured, active, respected, responsible and included. We aim to ensure parents and carers are confident that staff follow policies and guidelines to meet the medical needs of children as required.

Core Resources

- Medical Folder (containing overview for whole nursery and one record per child who requires medicine).
- Easy Access emergency contact sheet for those children with a medical condition.
- NHS Exclusion criteria for daycare services
- Care Inspectorate - management of medication in daycare of children and childminding services.
- Health & Social Care Standards
- The establishment has a qualified First Aider and this is kept up-to-date.
- Infection Prevention and Control in Childcare Settings (NHS, 2018)
- Administrations of medicines in Education Establishments (SLC, 2018)

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Guidance and Procedures

- Administering medicines to children should always be at the parent/carer's request for a specific illness or incident. Parents should not be asked to give general permission for the nursery to administer medicine at any other time.
- The nursery should not purchase and keep stock of medicines for communal use just in case a child displays symptoms of a minor ailment or allergy. Such medicines would include paracetamol, ibuprofen and antihistamine.
- Staff should check the NHS/Public Health Agency Exclusion Criteria, in case the child's condition means that they should not be in nursery, as part of infection control procedures.
- Any child whose parent/carer has not given permission for first aid to be administered should be highlighted to the staff team with staff signing a record sheet to say that they are aware of this.
- All staff should read and be familiar with all medical care plans that has been issued by a doctor.
- It is important that all staff know which children require medication, where the medication is stored and how to access it. It is the responsibility of the Team Leader to ensure this information is shared.
- Where possible, staff should always read and retain the information leaflet which is supplied when a medicine is dispensed by a dispensing doctor, at a pharmacy or bought over the counter. Do not administer medication if you do not know what it is or what it is for.
- Staff should not be giving the first dose of a new medicine to a child. Parents should have already given at least one dose to ensure that the child does not have an adverse reaction to the medicine.
- The Team Leader should ensure that necessary forms and records are completed. It is vital that essential details are recorded (e.g. dispensed and expiry dates of medication), that the medication is for a current condition and if a medicine, not dispensed recently is still appropriate for use (e.g. liquid antibiotics usually only have a 7 to 10 day shelf life and eye drops should be discarded after 28 days).
- All medication shall be given back to the parent either when the course of medication is no longer required or at the end of the summer term. The nursery must not dispose of any out of date medication, this must be returned to the parent/carer for them to dispose of.
- If specific training is required, then qualified medical staff will give staff training e.g. children requiring an epi pen or insulin. All staff working with children with common health conditions such as allergies, asthma, diabetes and epilepsy should complete the e-learning modules available on Learn Online.



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Guidance and Procedures Continued

- If a child spits out or refuses to take the medication, staff should not force them to do so. The establishment must inform the parents/carers. If they can't be contacted, then staff should seek urgent advice (if possible) from the local surgery about the impact of the child refusing to take the medication. This should be recorded on the administration of medicines record sheet. If refusal of medication is likely to cause a medical emergency, then staff should call 999 for an ambulance.
- The nursery must ensure parents and carers provide written consent for their child to be given medicine for a medical ailment or condition. (Administration of Medicines in Education - Form One, Part One). A member of the management team or the Nursery Team Leader will complete and sign Part Two.
- Parents should supply the medication to be administered in the original manufacturer's packaging or in a pharmacy dispensed container or box, with dispensing label and child's name.
- Staff should obtain a time-limited consent for its use, administer the medicine as directed and keep appropriate records. For long term medication expiration dates should be checked every 28 days.
- Each individual child's medication should be kept separate and stored in an individual container clearly labelled with the **child's name, photograph and date of birth**. This also applies to medication which needs to be kept in a refrigerator (fridge temperatures must be monitored). Non-refrigerated medication will be stored in a locked cupboard in the playroom which is clearly labelled 'First Aid'.
- All staff must be familiar with standard infection control precautions for avoiding infection and must follow basic hygiene procedures such as handwashing.
- All medical equipment should be cleaned after use and stored with the child's medication. Adaptors for inhalers like 'spacers' should be cleaned as described in the product information.
- It is good practice to have the dosage and administration witnessed by a second adult and, wherever possible, this should take place.

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Staff administering or overseeing the administration of medication must ensure:

- They follow the instructions on the label and/or patient information
- That they are giving the right medication to the right child at the right time
- The correct dosage is given in the correct manner and recorded
- They are aware of any side effects as detailed in the patient information leaflet
- The medication has been stored and handled as per the label or instruction
- They have checked the medication has not passed its expiry date
- A signed record is completed each time medication is given to any child
- Medicines are not added to food or drink unless instructed by healthcare professionals as some medicines can react to food and drink
- New medicines have been administered for the first time before they are sent to nursery. This is to ensure that any potential side effects or reactions are known in advance

Coronavirus Guidance:

- Gloves and aprons should continue to be used when providing intimate care to a child or young person, including first aid and administration of medication.

Emergencies

In the case of an emergency, for example, a child takes seriously ill, if too much medication is given or if medication is given to the wrong child, the senior management team should be contacted and medical advice should be sought immediately. The parents of the child involved should be contacted too, but ensuring care is taken not to distress or panic the child or the family.

Local surgery: BLACKWOOD MEDICAL PRACTICE, 125 Carlisle Rd, Kirkmuirhill, Lanark ML11 9RT

01555 893961

Dialling 999

The following information should be available:

- Child's name and date of birth
- Establishment's name and telephone number (01555 892438)
- Location of incident, including postcode
- Exact location within establishment, and most appropriate entrance
- Brief description of child's symptoms and any other relevant information on healthcare needs



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Audience

- Children
- Class Teachers
- Early Years Workers
- Team Leaders
- Support Staff
- SMT
- Parents/Carers
- SLC Personnel
- HMIe
- Care Inspectorate
- Students

Links

- Education Scotland
- Health and Social Care Standards
- HGIOELC
- CFE
- GIRFEC
- Children and Young People's Bill (2014)