Colquhoun Park Early Years Centre
Medication Policy

Our setting is committed to providing a safe and inclusive environment. We will support children with healthcare needs and ensure that those requiring medication can participate fully in our services. This policy ensures that medication is managed safely, recorded accurately, and stored correctly.

Roles and Responsibilities

- Parents/Carers: Must provide full information about their child's medical needs and supply medication in its original packaging with the original pharmacy label and Patient Information Leaflet (PIL).
- Staff: Administration of medication is a voluntary role. Staff who volunteer will receive appropriate training. Staff must never give the first dose of a new medicine (to ensure no allergic reaction occurs).
- Management: Will oversee training, ensure records are audited every 3 months, and maintain an up-to-date medication register.

Authorisation and Consent

- Written Consent: No medication will be administered without written consent from a parent/carer.
- Time-Limited Consent: Consent must be specific to the condition and time-limited (e.g., 5–7 days for antibiotics).
- "When Required" (PRN) Medication: For medicines like inhalers or teething gels, consent must include clear triggers for administration (e.g., "give if the child has a wheeze"). Staff will attempt to contact parents before/immediately after administering "when required" meds.
- Review: All long-term medication consents must be reviewed every 3 months or at the start of a new term.

Medication Administration Process
Before administering, two staff members (where possible) should verify:

1. Right Child (Check against photo ID in the care plan).
2. Right Medication (Must be in original container).
3. Right Dose (As per label/consent).
4. Right Route (e.g., oral, topical).
5. Right Time (Check when the last dose was given at home).

Storage and Disposal

- Non-Emergency Meds: Stored in a locked cupboard or locked container below 25°C, out of reach of children.
- Emergency Meds: (e.g., Adrenaline Auto-Injectors (AAIs), Salbutamol inhalers) must be readily accessible to staff and never kept in a locked cupboard.
- Controlled Drugs: Must be stored in a double-locked container.
- Fridge Storage: If required, meds must be kept in a dedicated, lockable fridge (2°C–8°C) or a labelled airtight container in a domestic fridge.
- Disposal: All medication must be returned to parents when no longer required or expired.

Record Keeping
Every instance of medication management must be recorded, including:

- Date and time received/returned.
- Dose, time, and name of staff member administering.
- Confirmation that the parent was informed of the dose given that day.

Emergency Procedures

If a child has a severe reaction or the wrong medication is given:

1. Follow the Emergency Action Plan (or 999).
2. Administer first aid as trained.
3. Contact parents immediately.
4. Complete an incident report and notify the Care Inspectorate within 24 hours.

Associated Procedure: Administering Medication Procedure, Emergency Action Plan
Associated Guidance/documentation: Care Inspectorate's "Management of medication in daycare of children and childminding services" (updated December 2024/2026), Scottish Government's "Supporting Children and Young People with Healthcare Needs in Schools" (2017/updated 2026).

This policy has been created in consultation with staff and parent/carers

Signed …Kady Tamburrini……

Reviewed	
Updated	
Created	December 2025