



Crombie School

Early Learning and Childcare



Medication Policy



Policies and Procedures

Medication Policy July 2020

POLICY AIM

The Medication Policy has been developed in line with The United Nations Convention of the Child (UNRC) (1989): Article 24: (Health and health services): Children have the right to the best health possible and to medical care and information.

We aim to ensure that the Medication procedures are responsive to each individual case, therefore improving outcomes for children and families and meeting the following Health and Social Care Standards:

1.15 My personal plan (sometimes referred to as a care plan) is right for me because it sets out how my needs will be met, as well as my wishes and choices

1.19 My care and support meets my needs and is right for me

1.24 Any treatment or intervention that I experience is safe and effective

2.23 If I need help with medication, I am able to have as much control as possible

The Medication Policy is underpinned by the following national and local authority policy and guidance:

- Care Inspectorate, 2014, "Management of Medication in day care of children and childminding services"
- United Nations Convention on the Rights of the Child, 1989
- Scottish Government, 2017, Health and Social Care Standards My support, my life
- Education Scotland, 2016, How Good is our early learning and childcare?
- SCWIS, 2011, "The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations"
- NHS Grampian Aberdeenshire Council - 2016 " Supporting Children and Young People with Health Care Needs and Managing Medicines in Educational Establishments, Aberdeenshire Council, October 2016 "

Who is responsible?

Head Teacher, Early Years Senior Practitioner, Early Years Lead Practitioner, Nursery Staff, Parents/carers

This policy will be reviewed regularly and in response to accident, incident or change in national or local policy or guidance



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PROCEDURE

***“The needs and concerns of our children and their families are dealt with sensitively and effectively”
HGIOELC 2016***

At Crombie Nursery, we believe a medication policy can contribute to the quality and effectiveness of the service. This policy statement sets out a procedure for staff, parents, and carers, to allow for the safe administering of medicines in the nursery setting. Children may require medication for a short time only to treat specific conditions such as finishing a course of antibiotics. Long term use of medication may be required for medical conditions such as Asthma or allergies.

It is expected that ALL nursery staff will have completed their First Aid training and be responsible for ensuring this is kept up to date. Additional training will be offered when required.

It is the responsibility of the parent/carer to notify staff of any medical condition their child has, allergies, asthma, diabetes. This will be documented in the child's All About Me file and shared with staff at transition meetings.

The parent/carer must notify staff of any medication that has been administered to their child before the start of the session. **The person informed must share this information to all staff.**

- If a child requires medication to be kept in nursery and used as required, a medication form (Med Form 7 and Med Form 1) will be filled in and kept in the Individual Pupil Protocol folder. This is kept in the locked Medication cupboard along with the medication. This will be reviewed at the start of every term or as required.
- The nursery will never administer the first dose of any medication. Parents should have already given at least one dose to ensure the child does not have an adverse reaction.
- Medication will only be administered by staff who have completed First Aid Training and read The Medication Policy.
- If a child has a food allergy, a Request for Special Diet form (Admissions form D) will need to be filled out. This will be kept in the Individual Pupil Protocol folder and will also be noted on the inside of the kitchen cupboard on the Food Restrictions record, alongside a photo of the child, for all staff to see. This will be reviewed at the start of every term or as required.
- If a child requires an Epipen, this will be stored along with other medication.
- Only staff who have completed Epipen training and read the Medication Policy can administer it.
- If a child requires medication to be stored in nursery, we require it to be in the original box and clearly named.
- Medication will be stored in its original container with prescribed label stating child's name, dispense date and expiry date, along with medication instructions. It will then be put in an individual plastic box (with child's photo, name, and date of birth) in the locked First Aid cupboard.
- If medication is required to be stored in the fridge, it will be stored in a clearly labelled plastic-lidded container. The fridge should always be kept between 2-8c.
- Staff will keep a record of all medicines in the cupboard and expiry dates. This will be reviewed monthly.
- Individual Risk Assessments will be in place to support the child and their medical needs. These will be stored alongside their Individual Pupil Protocol.
- A Storage of Medication Risk Assessment is in place and stored in the Risk Assessment folder.



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- If a child has long term health care needs, relevant health professionals should be involved in supporting staff to care for the child appropriately.
- If a child refuses or spits out their medication, their parent will be contacted and advised. Emergency medical help will be sought in urgent cases.
- If a child is given too much medication in error, parents will be contacted and emergency procedures will be followed.

Short Term Medication

- Short term medication is only for a day's use and will be signed in and signed out each day until no longer required. Medication forms should be completed when the medication is administered, and parent/carer should sign this form when the medication is sent home.
- Any antibiotics should have been given for 24 hours prior to child returning to nursery.
- Staff will **NOT** administer medicine to a child for the first time. Parents should have already given at least one dose to ensure the child does not have an adverse reaction.
- Once the medication has been signed out of the building and no longer required, the child's medication records should be filed away in their locked personal file.

Long Term/Emergency Medication

- Long term medication is any medication required on a regular basis and will be kept on site.
- Children that require ongoing medication will have a medical Care Plan to detail signs and symptoms of medication being required. The plan will be created by the parent/carers and where required other professionals.
- For any ongoing medication that have a maximum dose within 24hrs, parent/carers will be required to fill in the record of medication form at drop of time. This will inform staff of when the child had their last dose of medication to ensure we do not exceed the maximum dose.

ADMINISTRATION OF MEDICATION

- Staff members should consult the child's Medical Care Plan before administering it.
- Where possible staff should take the child to a quiet area within the room to administer medication.
- Two members should be present when medication is being administered. One to administer and the other to witness.
- The staff member should follow the instructions given on the prescribed label and medication form.
- Once the medication has been administered, both members of staff will complete/ check the medication forms.
- Medication will be returned to the medication box and stored away in the appropriate location.
- Parent/carers will receive feedback about any medication administered to their child during the day and will sign to confirm they have been given this information.
- Any short-term medication will be given back to parent and signed out of the medication sheet.

EMERGENCY PROCEDURE

In the case of the wrong child receiving medication, a child having a reaction to medication, or the wrong dose administered.

Staff to follow the emergency procedures below.



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- Practitioners to call relevant medical professionals (Dial 999 or call NHS 24 on 111 for advice depending on the severity).
- Parent/carers should be contacted and informed about any advice given by medical professionals.
- If required parents/carers will be asked to collect their child.
- If the child is required to seek urgent medical treatment, a member of staff will accompany them until their parent/carer arrives.
- The incident would be reported to the Care Inspectorate and an incident record placed in their file.
- Children with emergency medication will have an individual emergency procedure within their medical care plan and medication box/ bag.

Who is responsible in an Emergency?

- **Everyone has a duty of care to be aware and ensure emergency procedures are followed.**
- Once it is safe to do so the Early Years Senior Practitioner and the Head Teacher should be contacted.

References

Care Inspectorate, 2014, "Management of Medication in day care of children and childminding services"
<http://hub.careinspectorate.com/media/189567/childrens-service-medication-guidance.pdf>

Aberdeenshire Council, 2016, " Supporting Children and Young People with Health Care Needs and Managing Medicines in Educational Establishments"
<http://asn-aberdeenshire.org/wp-content/uploads/2017/08/Supporting-Children-Managing-Medicines-Educational-Establishments.pdf>

SCWIS, 2011, "The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations"
<http://www.legislation.gov.uk/ssi/2011/210/made>

Care Inspectorate 2012: Amended April 2015, "Records that all registered care services (except childminding) must keep and guidance on notification reporting"
<https://hub.careinspectorate.com/media/380222/notifying-the-care-inspectorate-ci-.pdf>

United Nations Convention on the Rights of the Child, 1989 <https://www.unicef.org.uk/what-we-do/un-convention-child-rights/>

Scottish Government 2017, Health & Social Care Standards, My support, my life.
<https://www.gov.scot/publications/health-social-care-standards-support-life>

Date of original policy

Revision Number	Details of Change	Date	Date of next review
1	Full review of procedures	July 2020	July 2021 ✓
2	Policy Update		August 2022 ✓
4	Policy Update	January 2023	August 2023
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