



## **ROMPERS PRIVATE NURSERY**

### **MEDICATION POLICY AND PROCEDURES**



#### **Policy Statement:**

At Rompers, we have a duty to protect the health, safety, care and welfare of all children in our care. We understand that children require medication whether this may be on a one-off, prescribed or long-term basis. While attending nursery, it is up to staff to ensure that medication is administered safely and with the appropriate permission. This policy has been put in place to ensure that this is done in a safe and controlled manner.

This policy reflects the most recent Care Inspectorate guidance (July 2025) *Management of Medication in Daycare of Children and Childminding Services*, ensuring procedures meet national best practice and support safe, consistent administration of medication.

**UNCRC Articles:** 24 and 25

#### **Aims of the Policy**

- To ensure that medication is stored safely and out of reach of children.
- To put in place forms and procedures for parents and staff to follow.
- To use these forms to ensure that the correct medication is given to the correct child and at the correct time.
- To ensure that long-term medication dosage is regularly reviewed, and expiry dates are checked.
- To ensure that appropriate permission has been granted, and staff have a clear way to communicate the receipt of medication.
- To ensure that parental consent is always obtained prior to administration, and consent forms are renewed or reviewed as required.
- To ensure that medication is always supplied in its original packaging with a visible dispensing label and that staff confirm this before accepting it.
- To ensure that medication is not administered for general or "just in case" use, in line with national guidance.

#### **Procedures**

##### **Short-Term Medication**

- Each room is equipped with a small lockable medication cabinet where medication can be stored safely out of reach of children.
- Qualified staff will be responsible for signing medication in and out each day.
- On arrival, a Short Medication Form (STM) will be given to the parent or carer to complete. If the form is not completed correctly, staff cannot administer the medicine.

- Staff will clarify medication instructions with parents or carers and sign the form to show that they understand why the medication is being given. If required, further questions will be asked to ensure safe administration.
- A label with the child's name, date of birth and photo will be affixed to the form to clearly identify the child.
- Rompers will not administer the first dose of any new medication unless it is an emergency rescue medicine prescribed for use in emergencies (e.g. inhaler, adrenaline pen). This ensures children are not exposed to possible adverse reactions in the nursery setting.
- All medication must be in the original box or bottle, clearly named and with dosage instructions visible. If prescribed, the pharmacy dispensing label must also be visible. Non-prescribed medication must include the manufacturer's dosage guidance and not exceed age-appropriate recommendations.
- A qualified staff member will sign the medication into the short-term room record. A label with the child's name, date of birth and photo will be affixed to the medication before it is placed in a sealed bag with a copy of the administration form, then stored in the locked medication cabinet.
- Medication requiring refrigeration must be placed in the medication fridge box, labelled as above, with temperature checks recorded daily.
- Once the medication has been signed out and returned to the parent or carer, the administration form from the sealed bag must be securely shredded in the office.

#### *Administration of Short-Term Medication*

- Before administering medication, staff will double-check that the form information matches the medication label.
- The staff members must ensure the ID on the form corresponds with the medication label and that the picture matches the child.
- Medication must be administered and witnessed by another qualified team member to ensure the correct child, correct medication, correct dose, correct time and that the medication is in date.
- A single-use medicine spoon or syringe must be used and disposed of after use in a nappy sack and placed in a nappy bin.
- Only fully qualified staff may administer or witness medication.
- Both members will sign the medication form in the appropriate section.
- If another dose is required during the session, the same form will be used, and the dose recorded accordingly.
- On completion of the form, staff will photocopy it. One copy will be given to the parent or carer to show dosage, time and administering staff; the parent will sign to confirm receipt. The second copy will be kept in the child's medication file.
- On collection of the child, medication will be signed out and handed back to the parent or carer.
- Any errors or near misses (e.g. spilt medicine, refusal, incorrect time) must be recorded and reported to management immediately. Parents or carers must be informed and outcomes documented.

## **Long-Term Medication**

- Long-term medication forms may be completed at home or in the room before the session by the parent or carer.
- Staff will review and sign to show they understand the medication, dosage and reason for administration.
- A label with the child's name, date of birth and photo will be affixed to the form.
- When the medication form is submitted, staff will set a three-month review date for both the medication and the parent review. Reviews will occur sooner if any changes to dosage, medication or expiry arise.
- If medication changes, parents or carers must complete a new form.
- A qualified staff member will sign the medication into the long-term room record and affix a label with the child's name, date of birth and photo before placing it in a sealed bag with a copy of the administration form.
- Medication requiring refrigeration must be placed in the fridge medication box, labelled and bagged appropriately, with temperature checks recorded daily.
- On the review date, staff will check the expiry date, amount remaining and whether the medication is still required. Parents or carers must sign to confirm this review.
- If medication is no longer required, it must be signed out, returned to parents or carers, and the administration form securely shredded.
- Calpol sachets may be signed in long-term in the Baby Room only. A laminated general Calpol administration guide is available for reference, but the child's individual form must always be followed.
- The nursery does not keep communal stock of any non-prescribed medication.

### *Administration of Long-Term Medication*

- Before administration, staff will double-check the medication form against the medication label to ensure accuracy.
- A second qualified team member will witness the administration to ensure correct child, correct medicine, correct dose, correct time and expiry validity.
- Single-use spoons or syringes must be used and disposed of after use.
- Only fully qualified staff may administer and witness medication.
- Administration must be recorded immediately after giving medication in the child's personal record and signed by both staff members.
- Parents or carers will sign the record at the end of the day to acknowledge that the medication was given.
- A long-term medication administration slip will be completed; one copy is given to the parent or carer, and one kept in the child's file. Both copies are signed by the parent or carer.

### **Emergency / Rescue Medication (EpiPens, Inhalers, etc.)**

- Emergency medication such as EpiPens must be signed in and reviewed following the long-term medication procedure.
- The medication must be stored in a clear, labelled box with the child's name, date of birth and photo attached.
- The box must be kept above the medication cabinet in the appropriate room and taken on all outings or transitions.
- Each box must include a copy of the child's allergy or emergency action plan, preferably provided by a medical professional.
- If a child requires their emergency medication, a qualified staff member will administer it, call 999, and immediately inform the family.
- Rescue medication must be stored for rapid access while remaining secure, and emergency plans reviewed at least annually or after any use.

### **Nappy Cream**

- A nappy cream permission form must be completed by the parent or carer.
- Each cream should be stored in an individual box labelled with the child's name.
- A label with the child's name, date of birth and photo should be affixed to both the cream and the permission form.
- Creams should be applied following the nappy-changing procedure.
- Creams must be replaced every six months or when finished, and expiry dates checked during weekly cabinet checks.

### **Additional Good Practice**

- Staff administering medication must receive suitable training and be assessed as competent.
- When medication is taken off-site (e.g. for outings), it must be recorded in an off-site medication log, transported securely and returned at the end of the trip.
- Out-of-date medication must be returned to parents or disposed of via a pharmacy.
- The policy will be reviewed annually, or sooner if new legislation or guidance is issued.

### **Monitoring and Audit**

- Medication cabinets will be checked weekly to ensure all medicines are stored safely, in date and correctly labelled.
- Management medication audits will be carried out every three months.
- Three-monthly reviews of long-term medication will ensure all details remain correct and up to date.
- Audits will include checks on storage, consent forms, expiry dates, fridge temperature logs and staff training records.

- Any medication incidents or administration errors must be recorded, investigated, and outcomes logged. Learning from incidents will be shared with staff to prevent recurrence.

### Review:

Date	Management	Track of Changes
August 2021	P. Guthrie	none
February 2023	E. Burke	Changes to medication documentation, policy and procedures updated to reflect this. Management Audit form updated to ensure consistency and focus in audits.
February 2023	Room Champions	UNCRC articles added
May 2024  Discussed at May 2024 staff meeting.	P. Guthrie	Changes to medication forms being photocopied into the child's sealed bag also. General updates to reflect current practice. Nappy cream – reviewed every 6 months rather than 3. Further clarity on cross checking medication details.
January 2025	K.Ferguson	Label to be added to the nappy cream permission form.
January 2025	C Duncan	Additional review added for change in long term medication details. Medication spoon and packaging to be placed in a nappy sack and disposed of in nappy bin.
July 2025	K. Myers	Medication update – Care Inspectorate
November 2025	K. Myers	Annual Review